



Affiliate Councils Secretary

The Affiliate Councils Secretary shall serve on the Affiliate Council Board (ACB) for a two-year term as a voting member of the ACB.

PRIMARY RESPONSIBILITIES

1. Attend the ACB meetings in November at the Annual Conference.
 - A) Record and transcribe minutes of all ACB meetings.
 - 1) Review minutes.
 - 2) Share/post minutes within 10 days of meeting.
2. Attend conference calls.
3. Attend all meetings of the Affiliate Councils and the ACB.
4. The Secretary may be asked to support the ACB President with special tasks or assignments.
5. Assist in the preparation of articles for promoting Affiliate Council sessions in *NCFR Report*, *Zippy News*, and discussion group announcements, in consultation with the ACB President, as necessary.
6. Annual Conference responsibilities
 - A) Record and prepare minutes for all ACB meetings.
 - 1) Attend ACB meetings
 - 2) Attend Affiliate Council Workshop
 - B) Attend the Annual NCFR Member Meeting.
 - C) Be available for consultation with Affiliate Council Presidents.

10/16/2015