



Student and New Professional Representative Affiliate Councils Board Job Description

The Student and New Professional (SNP) Representative on the Affiliate Council Board (ACB) of the National Council on Family Relations serves a two-year term as a voting member on the ACB.

Primary Responsibilities

1. Attend the face to face ACB Meetings in November at the NCFR Annual Conference, and be available for conference calls.
2. Chair Affiliate Awards Committee
 - A) Serve on the President-for-a day Student Award Committee.
 - 1) Solicit nominations through *NCFR Report*, NCFR Zippy News, SNP discussion group and letters to universities and colleges.
 - 2) Prepare supporting data for blind review and send to committee members.
 - 3) Score each candidate on grid as votes come in from committee members; add up the total scores to determine the winner.
 - 4) Notify the winning students; solicit biographical data and photo; notify the committee members with name of winner.
 - 5) Send letters of congratulations/regret to each candidate and nominator.
 - B) Assist in writing or organizing articles representing SNP for the *NCFR Report*.
 - C) Assist in completing ongoing SNP projects and planning new projects for SNP.
3. Assist the Program Chair in planning the Annual Conference
 - A) Assist in planning conference sessions as requested.
4. Assist in networking students and new professionals.
5. Annual Conference responsibilities
 - A) Attend ACB Meetings
 - B) Attend SNP Leadership Council Meeting
 - C) Attend Affiliate Council Workshop
 - D) Attend SNP Networking Sessions
 - E) Attend the NCFR Annual Member Meeting