



Student Affiliate Adviser Representative Affiliate Councils Board Representative Job Description

The Student Affiliate Adviser Representative (SAAR) shall serve on the Affiliate Council Board (ACB) for a two-year term as a voting member on the ACB, and shall serve as a member of the NCFR Student and New Professional (SNP) Steering Committee.

PRIMARY RESPONSIBILITIES

1. Attend the ACB meetings in November at the NCFR Annual Conference and be available for conference calls.
2. Represent the interests of student affiliate members to the ACB and NCFR's SNP.
 - A) Member of the SNP Steering Committee in addition to ACB service.
3. Assist in planning the Annual Conference events.
 - A) Assist ACB program chair in planning the Affiliate Council Workshop.
 - B) Assist in planning SNP conference sessions.
4. The SAAR may be asked to support the ACB president with special tasks or assignments.
5. Assist in preparing articles for promoting Affiliate Councils in the *NCFR Report*, *Zippy News*, and discussion group announcements, in consultation with the ACB president, as necessary.
6. Annual Conference responsibilities
 - A) Attend sessions
 - 1) Affiliate Council Workshop
 - 2) ACB Meeting
 - 3) Attend SNP Leadership Council Meeting
 - B) Be available for consultation with Student Affiliate Council Presidents and Advisers.
7. Assist in networking students and new professionals.