

AFFILIATE REPRESENTATIVE

Reports to: Board of Trustees & the Affiliate Membership

Term of Office: Three Years

Qualifications:

Must have been elected by the affiliate membership to the Board of Directors.

General Responsibilities:

The primary responsibility of the Affiliate Representative is to be the voice of the Affiliates at large during board meetings.

Special Responsibilities:

- Create an affiliate relations committee that has equal regional representation.
- Keep all affiliates abreast with the on goings of the board by disseminating the minutes with clarification on topics that relate specifically to the affiliates.
- Conduct annual affiliates meeting with an agenda provided to the affiliates two weeks prior.
- Establish and carryout an organized format for the annual meeting.
- Publish an affiliate update/newsletter within the Journal.
- submit a monthly report to the Board for meetings one week in advance.
- Act as a liaison for the national office in mentoring new affiliates.
- Inform the national office of any affiliate contact information updates.
- Encourage the affiliates to submit issues, interests, or updates to the affiliate relations committee two weeks prior the board meeting.
- Find resources for affiliates on an as needed basis.