

POSITION: Director-at-Large
TERM: One Year Term
TIME COMMITMENT: 5-10 hours/month

PRIMARY RESPONSIBILITY:

To assist in the management and direction of the organization in a manner that is timely and consistent with the goals and policies of the organization, with emphasis on providing support when required to other directors, portfolios and projects.

MAJOR DUTIES:

The Director-at-Large will:

1. Provide support to the Director of Education, Director of Membership and other directors as required.
2. Assist with Continuing Education and possible certification.
3. Assist with volunteer recruitment.
4. Coordinate the "First Timers" session at conference in collaboration with the Director of Membership, the Director of Education and the President.
5. Serve as a Board Liaison to the Awards Committee, and or sit on any committee required where the liaison position is not already filled. This to be filled by the Vice President if no Director at Large.
6. At the completion of the one year term, be prepared to move into a portfolio position.

REPORTS TO: President

DIRECT REPORTS: None