

Council Liaison
Job Description

Primary Responsibilities:

Northern Lights Council Liaison

- Shall be the current Northern Lights Council Program Director.
- Serves as the primary liaison between The Association and the Northern Lights Council.

Sequenced Responsibilities:

July Post Meeting:

- Establishes goals for the year.
- Write Article for the Aurora.
- Aid the Executive Secretary / President Elect in acquiring a financial statement.
- Work with the Fall Fellowship Chair is preparing for Fall Fellowship.
- Review Web Page and recommend updates.

August:

- Work with Fall Fellowship chairman to verify organization and planning is occurring.
- Work with the Publications Chairman to ensure that Aurora is on schedule for publication.
- Review Web Page and recommend updates.

September:

- Work with the Alumni Association to help with Camp Promotions for the following year.
- Review Web Page and recommend updates.

October:

- Review Yearly Goals
- Attend Fall Fellowship if available.
- Review Web Page and recommend updates.

November:

- Review Web Page and recommend updates.

December:

- Aid the Executive Secretary / President Elect in acquiring a financial statement.
- Write Article for the Aurora.
- Work with Publications Chairman to ensure that the Aurora is on schedule for publication.
- Review Web Page and recommend updates.

January:

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- Review Yearly Goals
- Review Web Page and recommend updates.

February:

- Review Web Page and recommend updates.

March:

- Aid the Executive Secretary / President Elect in acquiring a financial statement.
- Write Article for the Aurora.
- Work with Publications Chairman to ensure that the Aurora is on schedule for publication.
- Review Web Page and recommend updates.

April:

- Review Yearly Goals
- Work with Staff Week Chair in preparing for Staff Week Gathering.
- Assist in publicizing Staff Week Gathering to staff and alumni.
- Review Web Page and recommend updates.
- Review Association By-Laws and make recommendations for changes.

May:

- Attend Staff Week Gathering if possible.
- Review Web Page and recommend updates.

June:

- Review Web Page and recommend updates.

July Pre-Meeting:

- Present a report during the annual meeting.
- Review Web Page and recommend updates.

Non-Sequenced Responsibilities

- Aid in identifying people to run for the Executive Secretary / President Elect position in future years.
- Participate in telephone conferences and board meetings throughout the year.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next President.
- Inform current staff of the existence of The Association and encourage membership and participation in its activities.