## **BOARD MEMBER RESPONSIBILITIES**

**Pre-licensed Representative**

**PRE-LICENSED REPRESENTATIVE shall:**

1. Attend all general meetings, board meetings, assigned committee meetings and special meetings of SFV-CAMFT. Notify President if unable to attend.

2. Plan and coordinate special events and topics for the pre-licensed members.

3. Plan and coordinate the program, budget, and location for the annual pre-licensed event. The pre-licensed event typically takes place in October each year.

4. Make arrangements for pre-licensed event presenters, including memorandum of understanding, and coordinating payment.

5. Check designated chapter email at least two times a week to keep up with all chapter correspondence.

6. Maintain and transition complete records to the incoming pre-licensed representative by utilizing email folders, and placing copies of chapter documents in the appropriate shared Google Drive folder, in order to maintain historical information.

*I have read and understand the responsibilities for this position and will serve my elected term for the year \_\_\_\_\_\_\_\_\_\_\_.*

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|  |  |  |  |  |
| Print Name |  | Signature |  | Date |