

Standard Operating Procedures

Position Summary: Councilor-at-large

The main duty of the Councilor-at-large is to assist the Board in executing actions relating to the strategic plan. He/she may also serve as a member (but not Chair) of the Membership and Communications Working Groups. He/she may lead a working group or committee with prior approval from the President.

When the Councilor-at-large is the Chair of a working group, he/she receives operational support for the group from the Secretariat.

The duties of the Councilor-at-large are listed here. **The Councilor is expected to provide significant input on duties, in bold, below.**

- **Assist with fundamental tasks** related to membership, conferences, and communications.
- Serve on the Membership and Communications Working Groups.
- **Reviews and approves communication-related material**, when needed.
- Attend all Board meetings.
- May **lead a working group or committee** with approval from the President.