SECFR Open Positions and Descriptions for Board Membership

Program Presiding Officer Elect

- Will serve on the Conference Planning Committee.
- Assists the Conference Planning Committee chair/co-chair with pre-conference programming (when held).
- When possible, assists the Conference Planning Committee with local arrangements for conducting the annual conference.
- Cooperates with the Program Presiding Officer and the Treasurer with planning the annual conference budget and preparing the annual conference budget report.
- Cooperates with the Program Presiding Officer and the Treasurer in preparing a tentative annual
- Conference budget for the following year's conference and submits it at the summer meeting of the board of directors.

Graduate Student Advisor

- The Graduate Student Advisor shall be the primary contact for graduate student affiliates throughout the year and assist and promote Graduate student affiliate programs and SECFR participation.
- The Graduate Student Advisor shall communicate with the Undergraduate Student Advisor and the NCFR's Student Affiliate Representative.
- The Graduate Student Advisor shall keep a record of graduate student affiliate programs throughout the SECFR region and provide communication between student affiliate programs. They shall coordinate graduate student affiliate activities as related to the SECFR annual conference.
- If requested, the Graduate Student Advisor shall provide the Membership Presiding Officer with contact information of student affiliates/organizations and aid with SECFR recruitment.
- The Undergraduate Student Advisors shall update student affiliates on NCFR student affiliate opportunities, as well as other responsibilities outlined in Article XVI (Duties of Officers).
- The Graduate Student Advisor shall be involved with Conference Committee Planning, but is not required to be present at all Board meetings. It is recommended that the Graduate Student Advisor be a Graduate student themselves, but this is not a requirement and this position is not limited to only students.

Undergraduate Student Representative

- The Undergraduate Student Representative will serve for three years and carry out the following responsibilities:
- Represent the voice of the general body of family science undergraduate students
- Attend Board Meetings and assist in tailoring SECFR ongoings in ways that meet the needs of contemporary cohorts of family science students
- Assist SECFR student affiliate faculty advisors to identify strategies for membership recruitment and programming that encourages student participation
- Work alongside the Undergraduate Student Advisor, the Graduate Student Representative, and the Graduate Student Advisor to accomplish tasks related to the general student body.

Graduate Student Representative

- The Graduate Student Representative will serve for three years and carry out the following responsibilities:
    - Represent the voice of the general body of family science graduate students
    - Attend Board Meetings and assist in tailoring SECFR ongoings in ways that meet the needs of contemporary cohorts of family science students
    - Assist SECFR student affiliate faculty advisors to identify strategies for membership recruitment and programming that encourages student participation work alongside the Graduate Student Advisor, the Undergraduate Student Advisor, and the Undergraduate Student Representative to accomplish tasks related to the general student body.

Members at Large for each of the following states: FL, AL, AR, GA, MS, NC, SC

- A member-at-large shall represent their participating colleges, universities and their respective communities for a period of three years and carry out the following responsibilities:
    - Act as a voting member of the SECFR Board.
    - Required to attend board meetings.
    - Required to serve on a standing committee.
    - Function as an advisor and liaison between universities and/or community agencies.
    - Participate as proposal reviewer for the annual conference.
    - Will have the choice of volunteering to be elected for a second consecutive term.

Public Policy Liaison

- The Public Policy Liaison shall monitor, interpret, and identifies policies/legislation to the SECFR membership regarding local, state, and national policies or legislation that influence families and children. The Public Policy Liaison shall make recommendations to the SECFR board about possible themes and topics that have the potential to shape family policy that should be a focus future annual SECFR conferences.