

Position	Fall Workshop Coordinator
Status	Board-appointed Position
Accountability	The Board of Directors through the Programs Committee
Term	Two-year term, ending November 30 in odd-numbered years.
Appointment Process	Nominated by the Nominating Committee, appointed by the Board of Directors.
General Duties	<ol style="list-style-type: none"> <li>1. Generally administer all aspects, including planning, organization, implementation and presentation, of the annual Fall Workshop</li> <li>2. Recruit and supervise volunteers to assist with the various components of the annual Fall Workshop.</li> <li>3. Work with the Chair of the Programs Committee to implement any Board directives concerning the annual Fall Workshop</li> <li>4. Serve as an ex-officio member of the Programs Committee</li> <li>5. Report to each meeting of the Programs Committee</li> <li>6. Perform other duties as the Board of Directors may assign from time to time.</li> </ol>
Remuneration	The Fall Workshop Coordinator will serve without remuneration, provided that he/she may be paid reasonable expenses incurred in the performance of his/her duties.