**AFC CMC Board Positions**

**Chair:**

This person is responsible for coordinating the business meeting at the annual AFC fall convention; attending AFC Board of Director meetings (three times per year); keeping track of CMC finances (through AFC accountant); in odd years, coordinating the LeRoy Collins Distinguished Alumni Awards judging and ceremony (Chair can also request a CMC member or committee to assist in the coordination of the LeRoy Collins awards).

**Chair-Elect:**

This person is responsible for coordinating the spring conference (professional development workshops and accommodations, registration,) and also the annual Awards for Excellence.

**Vice Chair/Tresurer:**

This person is responsible for coordinating the annual Awards for Excellence (call for entries, judging, awards, display at the fall convention); coordinating the Exemplary Practice presentation at fall conference.

**Communications Officer:**

This person is responsible for communications with the membership; writing CMC-related news releases or articles for the AFC Current or other media, and maintaining the CMC website, social media and email blasts. (Email blasts are distributed to the CMC members and others through AFC).

**Immediate Past Chair:**

This person provides support to the CMC board as needed.