

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"> 1. Generally administer all aspects, including planning, organization, implementation and presentation, of the annual Fall Workshop 2. Recruit and supervise volunteers to assist with the various components of the annual Fall Workshop. 3. Work with the Chair of the Programs Committee to implement any Board directives concerning the annual Fall Workshop 4. Serve as an ex-officio member of the Programs Committee 5. Report to each meeting of the Programs Committee 6. Perform other duties as the Board of Directors may assign from time to time.
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.