

Responsibilities for Affiliate Certification Coordinator

Major Responsibilities:

1. Acts as a contact person for information requests about PDUs and educational activities, such as giving the name and phone number of the contact person at the AAFCS Headquarters.
2. Encourages Affiliate members to apply for certification.
3. Serves as liaison between the certification staff and the affiliate president.
4. Serves as the liaison between the certification staff and president of the student member section.
5. Is a member of the Affiliate Board of Directors and reports on CFCS activities at the Affiliates' Board Meetings.
6. Uses the Affiliate newsletter as a communication tool to recommend association activities for which PDUs can be acquired.
7. It is not the coordinator's responsibility to provide professional development opportunities or to function as a record keeper for individual PDUs.