

## **Active Member Representative (AMR) Position Description**

### SELECTION PROCESS

Elected during Active Member Caucus (AMC) Meeting at NASCO Institute by members of the caucus— one vote per active member group.

### TERM

One year— from the first NASCO Board meeting in February until the day preceding the following February's NASCO Board meeting.

### ACCOUNTABILITY

Accountable to Active Members of NASCO.

### ROLES

- The AMR serves as a facilitator to provide for a dialogue among Active Members and, in particular, Presidents of Active Member Co-ops.
- The AMR serves as a representative of Active Member concerns to the NASCO Board and the NASCO staff.
- The AMR is an official member of the NASCO Board.

### SPECIFIC RESPONSIBILITIES

- Attend NASCO Education Board meetings:
  - Generally there are three in-person board meetings; Jan/Feb, June, and post-Institute-- and one via teleconference in September.
  - In person board meetings are usually run from Friday night to Sunday afternoon.
  - Participate in monthly or bimonthly committee meetings via teleconference.
- Attend NASCO Institute during the year of your term.
- Participate in monthly or bimonthly committee meetings via teleconference.

### QUALIFICATIONS

- The AMR should be capable of representing opinions of NASCO's Active Member co-ops.
- The AMR should have an interest and desire in maintaining year-round contact with NASCO through its staff and officers.
- The AMR should have the time available to contribute consistently to the work of the NASCO Board

## **ACTIVITY TIMELINE FOR Active Member Representative**

### NOVEMBER/DECEMBER:

- Consult with previous AMR at Institute and after to develop goals and plan for implementation.
- With staff, develop issues list for first NASCO Board meeting.
- Write letter of introduction for NASCO Active Members. Transmit materials to staff for mailing production.

### DECEMBER/JANUARY

- Prepare for the upcoming board meeting in February, when their term officially begins.

### FEBRUARY/MARCH/APRIL:

- Attend NASCO Board meeting.
- Create a timeline for the preparation and administration of an AMR project
  - An example of a project is developing a survey to collect information to inform issues, programs, and services of concern to Active Members.

### APRIL/MAY:

- Continue work on AMR project.
- Prepare for May/ June board meeting. Specifically, work on issues currently of concern to the Member Engagement Committee

### MAY/JUNE:

- Attend NASCO Board meeting.
- Continue work on AMR project

### SEPTEMBER/OCTOBER:

- With staff and NASCO officers, develop agenda for Annual General Meeting (AGM) and AMC meetings.
- With staff support, promote Institute attendance to NASCO members.

### NOVEMBER:

- Prepare for Institute
- At Institute the AMR will have many responsibilities. They may include the following:
  - Attend and chair Annual General Meeting at Institute
  - Unless running for another term as AMR, run the election for the next year's AMR, including soliciting nominations, facilitating speeches over dinner, and collecting and counting ballots along with NASCO Staff. The serving AMR will announce the AMR-elect at the AGM.
  - Consult with caucus and working group chairs to find out what issues are of concern
  - Present/distribute results of AMR project to AGM representatives and Co-operative Education and Training Institute (CETI) participants.

**Active Member Representative  
Candidate Statement**

For Active Member Representative Position of the NASCO Board of Directors  
*Submit at the Registration Desk at NASCO Institute*

Name \_\_\_\_\_

**Describe your co-op background:** Co-op(s) of which you are a current or past member, positions you have held (paid or volunteer), etc.

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**Why are you interested in being the Active Member Representative?**

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**What are the most pressing issues facing the NASCO cooperative movement?**

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If selected as the Active Member Representative for the coming year, I understand and agree that I will work to promote communication among NASCO Active Member Co-ops, with each other, with NASCO staff, and with the NASCO Board of Directors. I will attend two in-person NASCO Board of Directors meetings, one in February, and one in June. I will attend one NASCO Board conference call in September. Unless financial circumstances dictate otherwise, I will be responsible for a travel deductible of US \$150 (US \$200 if my co-op pays my deductible). I will attend the NASCO Institute in 2010, and will work with the NASCO Board and staff to organize the Annual General Meeting at that Institute.

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signature

**North American Students of Cooperation**

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