

ABI Committee Leadership Position Descriptions

The five positions are as follow:

EDUCATION DIRECTOR:	Function: Coordinates, moderates and administers Committee CLE/CPE educational programs semi-annually at the ASM and the WLC, as well as Webinars and other special educational projects; reports to the Chair. Term: Up to two years maximum with Chair having discretion to shorten.
LISTSERVE MODERATOR:	Function: Coordinates, moderates and administers Committee Listserve activities; reports to the Chair. Term: Up to two years maximum with Chair having discretion to shorten.
NEWSLETTER EDITOR:	Function: Solicits and gathers appropriate articles from members for quarterly newsletters; timely submits same to ABI membership department for publication and distribution; reports to the Chair. Term: Up to two years maximum with Chair having discretion to shorten.
MEMBERSHIP RELATIONS DIRECTOR:	Function: Coordinates and implements communications with Committee members; recruits and confirms membership of Committee members; facilitates Committee members' involvement in the various subcommittees and task forces; recommends to the Chair(s) members to serve in various committee leadership roles or on subcommittees and task forces; reports to the Chair. Term: Up to two years maximum with Chair having discretion to shorten.
SPECIAL PROJECTS and TASK FORCE LEADER:	Function: Form and lead ad hoc groups as tasked by the Chair to perform research projects, conduct study groups, prepare manuals, create practice tools, write other publications, etc.; reports to the Chair. Term: As needed.

If you have an interest in serving in one of these five positions, please email one of your committee co-chairs and include an explanation as to the reason you are interested and your qualifications, as appropriate. Please also summarize your involvement with the committee, particularly during the last year.