

11. Perform duties as directed by NE Chair.
12. Assist Website Coordinator, as needed, to keep the Website current, timely, and accurate.
13. Represent Website Coordinator at Executive Committee meetings if he/she is unable to be present. Website Coordinator to submit agenda items, and quarterly reports prior to meetings directly to administrative assistant. Secretary to discuss website report with website coordinator prior to meeting.

H. REPORTS REQUIRED:

0. Reports for winter newsletter on FNCE NE speakers programs
1. Annual Report to Chair, if requested
2. Quarterly Reports
 - August
 - October
 - January
 - April

I. TIME SPENT IN ACTIVITIES:

Average of 4 hours/month, with up to 5 hours/month during month

