

D I V I S I O N D I R E C T O R

J O B D E S C R I P T I O N

- **Serve on the Board of Directors –**
 - **Attend all scheduled meetings of the Board**
 - **Attend all Board Trainings**
 - **Bi-monthly hour-long meetings. (Note: Council and Board**
 - **alternate meeting every other month. 1 hour - usually evenings)**
 - **Multi-day meetings in January and July**
 - **In person meeting prior to the Spring National Conference**
 - **Serve on Board Committees**
 - **Attend multi-day National Congress for Science Education**
 - **Attend NSTA National Conferences***
- **Serve as Committee Chairperson –** Schedule and chair regular meetings of the committee - quarterly or monthly.
- **Serve as NSTA's Affiliate Representative -** corresponding to division (e.g. Research = NARST). Attend Affiliate meetings.