ADEA Council of Faculties
Proposed Additional Responsibilities for the Member-at-Large
April 2008; revised December 2011

In addition to performing any duties requested by the chair, it is proposed that the ADEA Council of Faculties Member-at-Large also be responsible for the following:

1. Serve as the liaison to the new COF members
   a. Provide the document “Responsibilities of ADEA Council of Faculty Members” to new members at the beginning of their term.
   b. Provide the document “Procedures for the Conduct of Business in the ADEA House of Delegates” to new members prior to the Annual Session.
   c. Provide the “Orientation Session for New Members” at the Interim and Annual Session meetings.
   d. Describe the COF toolkit to new members and explain how to access it.
   e. Be available to answer questions posed by new members, especially in regard to a.-d. above.

2. Work through the ADEA Council of Faculties members to disseminate the following to new ADEA members prior to the Annual Session & Exhibition:
   a. Information on specific ADEA Council of Faculties-sponsored sessions/programs that would be of interest to new members and new faculty.

The Vice-President and/or the preceding Member-at-Large will serve as a resource person to the Member-at-Large in accomplishing these duties.