

## **Charges for the Professional Relations Officers Committee Chair, 2025-2026**

1. Shall communicate with all members of the committee on a frequent basis to obtain input regarding issues that are of concern to Professional Relations Officers and shall share this information with the NADE President.
2. Shall plan and serve as moderator for a break-out session for Professional Relations Officers at the annual national training conference.
3. Shall prepare an article for the winter Advocate that outlines the functions of this committee and encourage member's input.
4. Shall work with the NADE President and members of the committee to determine the most appropriate manner to address concerns and issues of the Professional Relations Officers.
5. Shall report to the mid-year and annual Board meetings and the annual General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General Membership meeting.
6. Shall inform committee members of the committee duties and keep them informed of progress in fulfilling those duties.
7. Shall mentor their successor in this role.
8. Shall send copies of all correspondence to the NADE President and President-elect.
9. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.