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◆ EXECUTIVE AND VOLUNTEER SERVICES

Executive and administrative support for President, Board of Governors, other volunteer leadership.

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◆ ADVERTISING SALES

Sales for advertisements, for print and online publications.

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◆ **FINANCE AND ADMINISTRATION**

Financial matters, office management and administration.

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◆ **INFORMATION AND COMMUNICATIONS TECHNOLOGY**

Management, administration, and support of information systems, and networking; web development and administration.

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◆ **MARKETING**

Membership development; marketing and promotional support for programs / conferences / publications / advertising; membership affairs support; subscriptions.

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◆ **MEETINGS AND CONFERENCES**

Support for meetings and conferences - approvals, site/date selections, procedures, marketing, financial reports.

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PUBLICATIONS

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