

Job Description: MFT Associate and Student Representatives

* Assists Pre-licensed Director with 3000 hour club event planning and coordination
* At 3000 club event, assists Pre-licensed Director with the following:
	+ Check-in during event, including collecting money (via Square) for non-members who did not already pre-register for the event
	+ Setup and tear down
	+ Meet and greet with attendees, getting to know regular members by name and
	+ Encouraging networking
* Attend monthly Board of Director meetings (and inform other pre-licensed team members if unable to attend to fill in on their behalf)
* Attends quarterly pre-licensed team meetings; document minutes from the meeting
* Helps find presenters for 3000 hour club topics
* Represents pre-licensed members of OC-CAMFT, particularly at the student or associate level
* Recognizes and honors those who have recently submitted 3000 hours or passed exams