Communications

Action Items
Job Descriptions for Administrative Advisors

- **Background** – Administrative Advisors to PLN Committees may not know what is expected of them.

- **Committee Involved** – All

- **Action Requested** – Approval from Directors and Administrators for PLC to draft a position description regarding the intended job duties of Administrative Advisors.

- **Time Line** – February–April 2009
Summary

- Advisor Job Descriptions
  - State the intended job duties of Administrative Advisors.
  - Have committees state what is needed from Administrative Advisors.