

*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.

