

## **NDICE OFFICERS DUTIES**

### **NDICE Liaison**

The Liaison works in conjunction with the NDICE Board, and with the Director and staff of the Cintas Center on the campus of Xavier University.

The Liaison's duties, with respect to the planning and setup of the conference, are:

1. Conference Rooms
2. Audio Visual
3. Vendors-Provide tables and space
4. Housing and off campus lodging
5. Food service-student dining and banquet
6. Transportation on campus
7. Contracts and billing

The Liaison meets with the NDICE Board at the Fall Meeting, and on all teleconferences. The Liaison meets with the staff at the Cintas Center in the spring and contacts them as needed.

At the conclusion of the conference, the Liaison checks all invoices for timely payment, and dates are set for the following year.