



Job Description

Officer Position: DIVISION COORDINATOR (Appointed annually, confirmed at Fall HOD. One year term, renewable.)

Rationale: The Division Coordinator is the liaison between the Chapters within his Division and the District Management Team. He represents them at District Management Team (DMT) meetings, bringing forward their concerns and requirements. The Division Coordinator lobbies on their behalf with the DMT through the EVP.

Tasks & Responsibilities:

1. Prepare a work plan and a proposed budget.
2. Serve as the ongoing communication link between the DMT, the Society and the Chapters within his Division.
3. Visit all Chapters in his Division a minimum of twice per year and preferably four times per year.
4. Organize and chair a Division Presidents Council which has at least two meetings per year.
5. Plan, organize and supervise a Divisional Novice contest annually.
6. Assist with and oversee Divisional programs organized by the Chapters within his Division.
7. Secure Chapter feedback for the DMT on proposed new District and Society programs through contact, surveys and discussion with Chapters.
8. Provide information to the DMT on the needs, requirements and goals of his Division Chapters.
9. In collaboration with the Executive Vice President, appoint assistants where required and if desired, to assist him in carrying out various duties.
10. Written reports required shall include a completed copy of the Division Chapter Status Report found on page 20.a of this section of the Manual.
11. Attends all meetings of the DMT and the HOD.

Directly Communicates with: Executive Vice President, DMT & Chapter Presidents.

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President (Through the EVP)	BOD DMT	For following year one week prior to September Planning meeting.
Progress Report in writing.	District President (Through the EVP)	BOD DMT	One week prior to each DMT and HOD meeting.