

## **Coordinator General Guidelines**

- Recruit and maintain a committee that is responsible for specific duties as outlined in this handbook.
- Submit plans to the Executive Board in advance for approval (email or call).
- Attend coordinator meetings for updates and information needed by the Executive Board and other coordinators. This is your time to update everyone on **your committee**.
- Attend quarterly meetings. Be prepared to present your forms and information to the group, if needed. (Present to Executive Board prior to meetings.)
- Write complete information for newsletters and web site (submit by the deadline).
- Submit completed expense sheets to the Treasurer in ample time for reimbursement or before your designated activity.
- Be available to members to answer questions pertinent to your activity(s).

## **Committee Specific Guidelines**

### **Web Site Coordinator: (Open)**

- Receive updates from other members, Coordinator(s), Executive Director and/or Executive Board for information and articles to be listed on the HFHG Web Site. Follow up with Coordinator(s), Executive Director and/or Executive Board for any information missing or needed by the deadline date.
- Maintenance of the Web Site with updates of new information as it is provided by members, Coordinators, Executive Director and/or Executive Board as well as on a monthly basis.

### **Getting Started Coordinator: (Open)**

- Maintain a supply of Getting Started Packets and make updates as needed.
- Contact local libraries and churches for space availability.
- Coordinate & schedule Getting Started meetings.
- Coordinate a committee of volunteers willing to host Getting Started meeting.
- Keep committee updated on Getting Started Packet information and news.

### **Community Resources Coordinator: (Open)**

- Be an exemplary representative of HFHG to the community.
- Seek out local opportunities & incentives of interest to HFHG members.
- Submit findings to Website Coordinator for posting.

### **Elementary Coordinator: (Open)**

- Coordinate and maintain a committee of volunteers to meet the needs of our member's elementary age students.
- Coordinate volunteers to organize activities, events, clubs, parties, etc.

### **Middle School Coordinator: Cindy Sheff**

- Coordinate and maintain a committee of volunteers to meet the needs of our member's middle school students.
- Coordinate volunteers to organize activities, events, clubs, parties, etc.

### **High School Coordinator: Patty Wiesemann**

- Coordinate and maintain a committee of volunteers to meet the needs of our member's high school students.
- Coordinate volunteers to organize activities, events, clubs, parties, etc.

### **Educational Co-op Coordinator: Suellen Barnes**

Serve as Executive Director for HFHG-Educational Co-op and all related committees.

## **Committee Specific Guidelines (continued)**

### **Achievement Testing Coordinator: Susan Essa**

- Coordinate and maintain a committee of volunteers.
- Schedule with host facility and notify website coordinator of dates.
- Acquire and submit all information, fees and forms as needed.
- Coordinate training for proctors.

### **Field Trip Coordinator: (Open)**

- Coordinate and maintain a committee of volunteers to meet the field trip needs of HFHG members.
- Promote field trips for the educational, recreational, inspirational, fellowship and evangelistic needs of our membership.
- Coordinate field trips on the calendar with the River City Field Trip Group, so as not to conflict.
- Submit all field trip information to the website coordinator (including date, time, location, payment & contact information, cancellations, age limits, as well as any other necessary information.)

### **Prayer & Care Coordinator: Kim Porta**

- Notify HFHG members of prayer requests, praises and updates.
- Coordinate and maintain a committee of volunteers to help with meals, or other assistance as necessary.

### **Events Coordinator: (Open)**

- Coordinate and maintain a committee of volunteers to meet the needs of our members.
- Research and coordinate events (after seeking approval with Ex. Committee)

### **Support Groups Coordinator: Terese Cooper**

- Work as a liaison between area support groups and HFHG.
- Coordinate and maintain a committee of representatives from all area support groups.
- Coordinate & assist with events that area Support Groups would like to cooperate on as a community.
- Organize annual Support Group leaders meeting