



State and Province Coordinator Job Description

Purpose

State and provincial coordinators serve as ambassadors between the regional membership and the regional leadership council. This position serves the membership by acting as an informational and motivational voice, not only to inform members of regional happenings, but to also encourage involvement by members within regional events, committee projects, and various other tasks. State and province coordinators act as members of the Leadership Council. The Director appoints them for a two-year term.

Responsibilities

Submit quarterly articles to the newsletter editor of news and events in the state or province.

Develop and/or maintain a mailing list for updating members on upcoming workshops, conferences, trainings, etc. that relate to the field of interpretation.

Act as a liaison between the Region 5 Executive Board and its members.

Participate in NAI Region 5 Executive Board meetings as requested.

Develop membership drives with the Region 5 Membership Committee Chair as needed.

Coordinate a Region 5 Workshop and/or recruit a Workshop Chair when a workshop is being held in the respective state or province.

Encouraged to provide a verbal or written report of state or province happenings at various regional and national membership meetings.