

## **NYSCHA DISTRICT COORDINATOR**

**REQUIREMENTS:** 1. Current member of NYSCHA  
2. Shall be on the staff at a NYS Institution of Higher Education during the term of office

**TERM:** The coordinator will be elected by each district. In the event a district does not elect a coordinator prior to the annual meeting the Executive Board will appoint a coordinator for that district for one year.

If the coordinator is elected by the district the term of this office will be for one to three years to be determined by the individual district.

## **SERVES AS A VOTING MEMBER OF THE EXECUTIVE COMMITTEE**

**ACTIVITIES:**

1. Attends two meeting each year – once at the annual meeting and once in the summer at a site to be determined annually.
2. Attends Executive Board meetings as a representative of the committee if the Chair cannot attend, or if the Board meeting is held within his/her district.
3. Serves as a liaison between their district and the Districts' Representative.
4. Takes responsibility for coordinating meetings and CEUs within his/her district and to develop additional committees that will enable them to better accomplish this. (possible committees might be telephone, program and newsletter)
5. Submits NYSCHA co-sponsorship form to the Districts' Rep applying for financial aid
6. Collaborates with Networking/Resource Committee members in the ongoing development of the structure and functions of the committee.
7. Communicates any district activities for the Newsletter.
8. The district coordinators shall jointly elect at or before the annual meeting a single representative as a District Representative. This representative will serve a one year renewable term and be a voting member of the Exec. Board.
9. Contacts new members monthly when report comes from Membership Chair to welcome them to NYSCHA and give support.