

## Coordinator

- Preside at all Board Meetings and pray about Board decisions.
- Be an ex-officio member of all committees.
- Appoint all officers that are not elected.
- Appoint committees.
- Send agenda and board reports to the Board prior to each meeting.
- Oversee all Board members and ensure policies and procedures are being followed.
- Delegate administrative tasks to Assistant Coordinator.
- Perform all other duties as are incidental to the office and properly required including communications to the members.