

## Assistant Coordinator

- Send monthly reminders all Board members and those within your area of responsibility asking for updates
- Compile Board reports and agenda items and send to Coordinator by the Friday prior to each month's meeting
- Attend monthly Board Meetings and pray about Board decisions
- Assist Coordinator in administrative tasks and any other needs
- Keep digital backup copies of organization files
- Update Board Job Descriptions as needed
- Oversee Coffee Crate and Evaluator List Organizers as well as HSLDA Liaison
- In the absence of the Coordinator, the Assistant shall exercise all functions of Coordinator
- In case of resignation of the Coordinator, the Assistant may assume the Coordinator's office until a new Coordinator takes office. Otherwise, the Board will appoint someone until the next term