

## COORDINATOR OF REPRESENTATIVES

The Coordinator of Representatives is appointed to a one year term of office by the President. A person may be reappointed to this office at the discretion of the incoming President. The Coordinator of Representatives (CR) is responsible for coordinating the activities of the Executive District Representatives (EDRs), the District Representatives (DRs), and the County Chairpersons (CCs) for AMTNYS. The Coordinator of Representatives must be a member of AMTNYS and is a member of the Executive Board. He or she should plan to attend all Executive Board and Assembly meetings held throughout the year.

### *Responsibilities*

1. Notify the President of any DR designees who are substituting for DRs at an Assembly meeting.
2. Arrange for the meetings of the DRs and EDRs at the fall meeting and the spring meeting if held.
3. Arrange for the election of the EDRs at the Annual Conference Meeting.
4. Be responsible for the orientation of the new EDRs.
5. Remind the EDRs to keep both you and the Data Manager updated on the names and addresses of District Representatives and County Chairs.
6. Receive from the Corresponding Secretary updated copies of the AMTNYS Directory and see that they are distributed to DRs and CCs as needed.
7. Get an updated membership list (which may be in electronic form), organized by county, from the Data Manager. Coordinate the distribution of lists to the EDRs, DRs and CCs.
8. Keep track of membership numbers by county and make suggestions for reorganization of DRs and CCs, if necessary.
9. Submit an annual budget for the CR, EDR, DR, and CC activities to the Finance Committee.
10. Approve stationery requests and anticipated expenses of the EDRs, DRs, and CCs.
11. Provide the Data Manager and the Web Master updated lists of EDR's, DR's and CC's.