

## L. PROJECTS

### **Policy:**

Project Coordinator(s) shall fulfill all responsibilities

### **Procedure:**

Project Coordinator(s) Responsibilities:

1. Provides leadership for the project.
2. May appoint an assistant who is mentored by coordinator.
3. Recruits and trains volunteers, including trainees, on project activities.
4. Prepares agenda and records and communicates action items to all involved volunteers.
5. Communicates project needs, activities, procedures and events to the volunteers on a regular basis.
6. Keeps President and Extension agent informed of activities.
7. Prepares or updates a project notebook that includes an overview of the project as well as committee responsibilities (if applicable). The notebook should include:
  - a. Purpose of the project
  - b. Dates and location of the event
  - c. Committees within the project if applicable
  - d. Management of the event
  - e. Resources needed including volunteers and budget
  - f. Committee chairs complete their relevant sections of the notebook.
8. Meets with President annually to discuss project.
9. Updates the Board at monthly Board meetings during the active project period.
10. Monitors approved budgeted funds for the project throughout the year.
11. Approves and signs the reimbursement form for disbursement of funds for the project and sees that it is sent to the Treasurer on a timely basis.
12. Monitors project effectiveness and makes changes as needed.
13. Maintains an inventory of assets if applicable and sends to the Treasurer annually.
14. Completes budget proposal for subsequent year to the Budget Committee for approval.
15. Submits publicity information to the publicity chair using the agreed upon procedure.
16. Completes a year-end report to the Board.