

## **CR/FR Coordinator Job Description**

Term: Life until resignation

Position appointment: Nominated by Membership Secretary or others and voted in by Alumni Officers.

Voting power: None

Resignation: 3 months before resignation date for successor training if available.

Structure:

- Takes direction from Membership Sec. and is responsible to keep him/her informed.
- Mentors CR, FRs and Decade Managers
- Coordinates activity with Communications Director and Distribution Coordinator

Responsibilities include, but are not limited to:

1. Maintains the active list of CRs or FRs per class or group with the Membership Secretary on Google Sheets currently.
2. Manages the training the CRs and FRs to perform a communicating network at this level and provides information to the CRs and FRs to uniformly follow guidelines of conduct. This includes how to update contact information with the Membership Secretary and to follow the release of information policy.
3. Develops and supports an organizational system and assesses the need to develop the use of smaller 5-10 year managers (Decade managers).
4. Encourages CRs and FRs to use a variety of resources in finding their classmates/members and assists in keeping their contact information current, complete and accurate.
5. Works with the Membership Secretary, Academy Liaison, and Distribution Coordinator to communicate information to the membership through the CR/FR network.
6. Assists the Membership Secretary with coverage in his/her absence except for Alumni Officer meetings.
7. Trains successor as needed for continuity.
8. Be available for miscellaneous duties as requested by the Membership Secretary.
9. Learns how to add updated contact info for alumni into the master alumni database in Google Sheets as given or necessary. (Most information will go directly to the Membership Secretary from each CR or FR.)
10. Assists with informing the Communications Director of deaths or other related information, adding info to the Remembrance List, giving addresses to the Social Secretary to send cards or expressions of sympathy or encouragement as instructed by the Alumni Officers and shares that info with the CRs and FRs as needed.
11. Performs miscellaneous activities as requested by the Alumni President.