



THE CHROMOSOME 18

REGISTRY & RESEARCH SOCIETY

Responsibilities of the Regional Coordinators

1. See that at least one social event for regional families is held each year.
2. Promote and communicate information to your region, regarding all Registry organized fundraising events. This includes regular postings on our social media sites (Facebook & the Message Boards) regarding Registry fundraising events, up and until the day of the event.
3. Organize or assist in organizing at least one individual fundraiser within your region per year.
4. Promote & communicate to members regarding all individual fundraisers within your region. This includes direct emails & regular postings on our social media sites (i.e. Facebook & the Message Boards) regarding individual fundraising events, up and until the day of the event.
4. Ensure at least one educational event is presented each year within your region (lecture, health fair exhibit etc.; examples of lectures can be to a school group, church group or professional organization).
5. Coordinator will send welcome note of introduction to new families.
6. Regional coordinators will be aware that they are ambassadors of the organization at all times and lead by example.
7. Regional coordinators will encourage others to participate in organizational functions such as conferences, get-togethers and fundraisers.
8. Report at full Board of Directors meeting on regional activities of the past year. (This may be done in person, by proxy or by written report.)
9. Failure to accomplish these goals will indicate the coordinators desire to resign the position.
10. The Coordinator may appoint a committee or individual state coordinators, with the responsibilities of each person as the coordinator sees fit (members will be approved by the board of directors). Committees or individual state coordinators can be appointed for regional gatherings, regional fundraisers or educational events. It is the responsibility of the Regional Coordinator to oversee & report to the Board of Directors, on all appointed committee's and/or individual's activities, in their region.
11. Participate minimally in one full board call and one coordinator call annually.