**TASC DISTRICT COORDINATOR**

The TASC District Coordinator is an individual (not a school) elected or selected by advisors in the TASC district, according to specifics outlined in the district constitution. This is generally a person with some longevity and experience in the district who is familiar with district processes, traditions, and operational structure. The district coordinator is a resource for the current district officers and also for all advisors in the district.

*Duties of TASC District Coordinator in regard to TASC Office:*

* Provide structure and guidance for District Executive officers. This is especially important when the officers are not familiar with standard district responsibilities and procedures.
* Serve as a resource to ensure that proper financial procedures are followed.
* Know the state and district constitutions and have them with you at all meetings (Copy of state constitution is in the Resource Guide and on the TASC website.)
* Supervise the District Advisor of the Year selection and ensure that the TASC office is notified of nominees for Eddie G. Bull and Warren E. Shull Advisor of the Year. (information sent to District Coordinators in the fall)
* Contact and consult with the TASC Director when problems develop in the district.
* Recommend to the state office ways to improve state and district student council work.
* Represent the district at conferences such as District meetings, State Conferences, Advisors Workshop, and State Steering Committee Retreat.
* Ensure that a copy of the district constitution is on file with the TASC state office.
* Serve as a resource to the state office ensuring that the TASC District voice is heard.
* Accept and route district rebate checks to the appropriate district officer
* Submit cumulative listing of district schools earning state report awards
* **Work with the President to:**

Promote membership by maintaining membership goals and encouraging member school involvement

Make recommendations to the District Executive Committee for appropriate supervision and control of district conferences

Promote TASC programs and activities

Seek out and mentor new advisors as well as encouraging all advisors to take an active role in district and state activities

Ensures best practices for TASC districts are followed

Updated 2019