



### **3.2 NCS STATE COORDINATORS JOB DESCRIPTION NCS**

State Coordinators are appointed by the Second Vice President, Chairman of State Coordinators and approved by the NCS Board of Directors.

A: Candidate for appointment, ideally, shall:

1. Has been a member of NCS for one year.
2. Be a member of a local bird club, should one exist
3. Own at least one cockatiel.

B: Appointments are:

1. Made for a period of one year.
2. Subject to renewal by written agreement between the 2nd Vice President and State Coordinator at the end of each one year period.
3. Subject to termination upon a written resignation from the State Coordinator.
4. Reappointment shall be at the discretion of the 2nd Vice President.

C: As required by NCS by-laws Article VII, Section 6, State Coordinators, the State Coordinator will sign and pledge to:

1. Report directly to the 2nd Vice President
2. Promote the National Cockatiel Society within his/her state by making local fanciers aware of its existence.
3. Actively work to solicit new members for the Society as well as help to retain all current and past members within his/her state.
4. Provide the leadership called for in his/her state by attending local club meetings, attend some shows and be able to relate the NCS Standard and club merits to all concerned.
5. Strive to be aware of any local, state or federal laws that may be considered detrimental to cockatiels and aviculture in general.
6. Complete and return the Annual Report by deadline and any other additional reports when requested by the 2nd Vice President.
7. Encourage ethical, thoughtful and constructive interactions among our members and between our members, officers, directors and fellow aviculturist.

D: In addition, other duties will be to:

1. Use the "Guidelines for NCS State Coordinators" to effectively recruit new members, promote NCS in a positive frame and obtain new club affiliations.

2. Bi-monthly, notify applicable members in his/her state that their membership is about to expire (To accomplish this each Coordinator is furnished a quarterly computer printout listing for his/her state that gives member name, number, phone, address and month of expiration).  
Notice for renewals can be made:
  1. By personal contact
  2. By personal letter
  3. By renewal postcard provided by NCS
3. Maintain these computer sheets with updated information so they are kept current.
4. After making entry on the computer list immediately forward on any new or renewed applications with the checks to the NCS Membership Chairperson.
5. Complete and return annual report to 2nd Vice President by specified deadline. Failure to do so could result in termination of the appointment.
6. Annually, in January, either personally or through the Club delegate, contact clubs in the state that have been affiliated with NCS in an effort to assure their reaffiliation. The 3rd Vice President will send forms to the club.
7. Provide necessary liaison and support to affiliated Club Delegates; work with these Delegates in the state to encourage them to regularly update their clubs with NCS information, either personally or through the club newsletter.

E: In states where there are more than one Coordinator, they shall work and cooperate together to give their area the best coverage. If the state is to be divided for Renewal Notice purposes, they may decide among themselves how best to make this division (by Zip Code, Counties, etc.).

F: This Job Description does not limit State Coordinators, They may, in addition to the above, provide other services to members in their state such as:

1. Letter of Welcome to new members.
2. Letter of introduction as a newly appointed State Coordinator.
3. Publish a State Coordinator newsletter for circulation among state NCS members as a means of keeping those members informed of NCS activities.

G: State Coordinators will furnish to the 2nd Vice President a copy of any correspondence or newsletter pertaining to the State Coordinator program and sent out on NCS letterhead or under the auspices of NCS: these copies will be retained for file and information.

H: A State Coordinator will not use this office to promote bird or bird related sales nor enclose personal business cards with applications, renewal notice letters, etc.