



COUNTY COORDINATOR JOB DESCRIPTION

- I. Responsible for working with the office of the Harris County Commissioner for the Bay Area district concerning ways the Society can benefit from the services available from the county.
 - A. Coordinate with the 2nd Vice President any special needs such as required paperwork and representation at the meetings of the Bay Area Community Center Council.
- II. Coordinate the scheduling of available Senior transportation with the County.
 - A. The County notifies us twice a year via postcard as to when they will be calling with available dates and times.
 - B. On the scheduled day of the County's call, we select 2 dates that are convenient to the County Coordinator and our members. Our first choices are not always available, so we need to have other dates in mind to choose.
 - C. The County calls again on the following day and we select a 3rd date.
 - D. Depending on need and availability, the County Coordinator may call the County a week later to schedule a 4th trip.
 - E. Confirm with the County each date at least 2 weeks before the trip.
- III. Plan trips to local libraries that are of interest to the group, utilizing the county-provided bus.
 - A. A minimum of nine people are required on the Harris County bus.
 - B. Provide sign-up sheets at the general meetings, remind members of the trips, and e-mail the regular bus riders of the trips.
 - C. Collect a cash fee from riders on the day of the trip, then pass it on to the Treasurer for deposit into the BAGS bank account.
- IV. Write articles for the newsletter promoting the trips.
- V. Request an email from the E-Mail Coordinator if there is a special need to notify the entire group of the trips.
- VI. Keep the Web Editor updated with a current list of scheduled trips at all times.
- VII. Inform the Publicity Chairperson to request press releases for currently scheduled trips.
- VIII. E-mail communication exclusively through BAGS e-mail address countycoord@txbayareagen.org.
- IX. Attend a majority of the board meetings.