



State Coordinator: ILAFCS

This is a paid, independently contracted position with renewable options. Annually the ILAFCS State Board and the State Coordinator will meet and prioritize the responsibilities for upcoming year.

Title of Position:

State Coordinator for the Illinois Association of Family and Consumer Sciences. This position is a contractual position running from July 1 to June 30th .

Primary Responsibilities:

- File annual tax forms and other legal documents, in collaboration with the ILAFCS President and Treasurer.
- Retain non - current legal, official, and financial records of ILAFCS (such as tax forms, financial reports, and minutes).
- Collaborate with the State President regarding association business and communications with AAFCS.
- Agree on goals and potential outcomes for this position and for the association annually with the State Board.
- Maintain and continuously update website and membership database (received from AAFCS) for distribution of communications to membership.
- Monitor and utilize social media accounts to publicize the work of ILAFCS (Twitter, Facebook, etc.)
- Coordinate 1 regional area activity each quarter, in a different region of Illinois, occasional travel may be required.
- Work with board and conference committee to establish contracts, coordinate registration for and plan the annual conference.
- Communicate concerns from membership to the President and/or State Board.
- Maintain and publish current directory of active, associate, retired, and student unit members for distribution as requested.
- Maintain record of current ILAFCS By - Laws and Policies and Procedures Handbook and place on the ILAFCS website for member reference.
- Attend ILAFCS meetings as requested.
- Submit report to the ILAFCS State Board prior to each meeting.

Annual Salary and Evaluation:

\$3,000 annual salary to be paid quarterly

Paid membership to the American Association of Family and Consumer Sciences.

Annual evaluation by the ILAFCS State Board based on responsibilities, achievement of goals and outcomes.

Applications accepted through April 13th, 2018 can be emailed to board@illinoisafcs.org or mailed to ILAFCS/OLER 9550 140th Ct Apt 112, Orland Park, IL 60462