

## **CLAA Project Coordinator**

**Each committee will propose and oversee projects relative to their specified domain.**

**Once a project has been approved a project coordinator will be identified. A new committee member may be recruited and approved by the board as a project coordinator. It is hoped that the coordinator will continue on the committee even after completion of the project.**

### **Project coordinator**

**The project coordinator will be the contact person for all aspects of the specific project.**

**The coordinator will be a regular member of the project sponsoring committee. If the project is created by the board, instead of a committee, then the coordinator does not need to be a board member and will report directly to the president.**

**One person can serve as coordinator for more than one project and/or more than one committee.**

**The project coordinator may recruit as many volunteers as is necessary to complete a task but these additional assistants do not need to be members of the sponsoring committee.**

**Project coordinators should propose a budget to be approved by the board. As prescribed by the by-laws, the coordinator may not sign contracts, checks, grant requests or other official documents but they may present bills to the treasurer for reimbursement if within the approved budget. They may also have access to the Sales Tax Exemption certificate when purchasing supplies for the approved project.**

**Some projects involve written reports or presentations. The coordinator may designate someone else to write the report or do the presentation if they prefer.**