



Missing In America Project

www.miap.us

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NATIONAL MIAP ASSISTANT VICE PRESIDENT

JOB DESCRIPTION

The Assistant National Vice President will assist the National Vice President in the following duties.

Advise and organize MIAP State Coordinators. Assist the Regional Coordinators as well as National Officers where needed. Regional, and State Officers will report to the Assistant VP on a regular basis who will in turn report to the NVP.

The Assistant VP will assist any funeral home in any state that requires their stored cremated remains verified. This would include utilizing volunteers within that state if available.

The Assistant VP will attend as many MIAP missions as possible nation-wide to show support.

The Assistant VP will monitor the MIAP database for possible updates and discrepancies. The Assistant VP will also talk (either by phone or e-mail) to new volunteers nationally and input them into the database if accepted.

The Assistant VP will insure that all MIAP Supporters who wish to become Volunteers is provided access to the database and the State Coordinator is informed by e-mail or phone.

The Assistant VP will insure that any MIAP information, to include funerals, reports, bill signings and funeral and event photos posted on Facebook are sent to the NVP by e-mail for inclusion on the website.

The Assistant VP will report directly to the VP on a regular basis. If VP is not available, the Assistant VP will report to the National Director.