



# Missing In America Project

[www.miap.us](http://www.miap.us)

3/10/2020

## DUTIES OF MIAP REGIONAL COORDINATORS

### JOB DESCRIPTION

A large number of different situations has and will arise as the MIAP grows. Not everyone knows everything and asking for help is always the best solution. The National Vice President (NVP) is always available either by phone or e-mail and is ready to assist whenever needed.

Below is a list of the basic duties of a Regional Coordinator.

- Appointed by and report to the NVP..
- Recommend appointments of State Coordinators to the NVP..
- Ensure that all State Coordinators have:
  - Reviewed and knowledgeable of their state laws. If a new law is needed, refer the State Coordinator to the Laws and Information Coordinator for assistance.
  - Insure that volunteer is trained by the National Training Officer and is knowledgeable of MIAP Stand Operating Procedures and the Step by Step instructions.
  - Have introduced themselves to the State Board that is responsible for all Cremains/funeral homes
  - Present themselves to the State Funeral Directors Associations.
  - Have divided their state into workable regions and appointed volunteers to specific funeral homes.
  - Presented the MIAP to Veterans Service organization in their search for volunteers. (American Legion/Riders, AMVETS, VVA, VFW, etc.
  - Ensure that all active volunteers have access to the Database by sending the information to the Assistant National Vice President.
  - A reporting system in place to keep you informed.

Regional Coordinator will supply State Coordinators/Volunteers within his/her region with name and e-mail address of a Genealogist where needed.

Regional Coordinator **will insure** that each State Coordinator/volunteer within his/her region completes the Verification Request correctly before submission to NCSEO. Training for this and knowledge of the Step by Step instructions is essential.

Regional Coordinator will inform the NVP of any legal issues, political situations or problems that may arise.

Regional Coordinator will inform the NVP of all upcoming funerals and functions within his/her region. These activities will be approved by the NVP for inclusion on the Website.

Regional Coordinator insures that each State Coordinator/Volunteer send an After Action Report to the NVP for publication on the Website.

Regional Coordinator will insure that all State Coordinators/Volunteers send photos to the NVP. for approval and inclusion on the Website.

Regional Coordinator will insure that all State Coordinators/volunteers send the above information to the NVP by e-mail or phone call. Facebook is an acceptable form of communication. However, if the information is important enough to put on Facebook, then it is important enough to send to the NVP for inclusion on the website.

Any problems or questions that the Regional Coordinator is unable to resolve, a phone call or e-mail to the NVP is required.