



# Missing In America Project

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

3/10/2020

## STATE COORDINATORS

### JOB DESCRIPTION

#### QUALIFICATIONS TO BECOME A STATE COORDINATOR (SC):

Applicant must be trained by the National Training officer and be familiar with SOPs and step by step instructions.

Applicant must also have completed an MIAP service from beginning to end.

Below is a list of the main duties of State Coordinators (SC):

The SC is to be familiar with the MIAP National website and use of the database.

The SC will insure that the MIAP database is kept updated regarding funeral home visits, cremains located, verifications sent and burials scheduled.

The SC will visit veterans organizations to assist them in recruitment of new volunteers.

The SC will refer all potential volunteers to the national website for sign up where they will be contacted and trained by the National Training Officer.

Insure that all volunteers within his/her state is provided assistance with their burials when requested. Attend burials within his/her state, when possible, to insure proper procedures are being followed. T

Supply each volunteer with list of funeral homes in their areas with instructions on how to approach them.

The SC will insure that the Regional Coordinator (if available), Assistant Vice President and National Vice President is informed of all upcoming funerals. After Action Reports, Photos and news media stories are to be sent to the Regional Coordinator (if available), Assistant Vice President as well as the National Vice President. This will insure that all persons in the chain of command are informed.

The SC will utilize veterans organizations for fund raising purposes. States with bank accounts are allowed \$2,500. Any amount over must be sent to the National Account. Also, states with bank accounts will send \$500 each year to the national account to help pay for members insurance.

Any questions or concerns may be addressed to the Regional Coordinator (if available), Assistant National Vice President or the National Vice President.