



Missing In America Project

www.miap.us

NATIONAL DIRECTOR
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NATIONAL VICE PRESIDENT
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National Events Coordinator Job Description

This position's main function is to coordinate MIAP National and occasionally local events when requested. This includes all fundraisers, and to monitor event's appropriateness of goals of the MIAP

The NEC will keep a calendar of events and assist any member with arranging their event and disseminating this information to all appropriate MIAP persons. The calendar will be sent for inclusion in newsletter and copied to MIAP financial officer.

The NEC, will fall under the supervision of the National Vice President and keep that person informed of all events.

The NEC is primarily concerned with events that effect MIAP on a National level, but should be informed of all state and local level events, both to insure no conflict exists between local groups and provide assistance if needed.

NEC will coordinate both instruction classes and fun activities for the annual convention.

NOTE: It is understood that some State Coordinators, volunteers and others may wish to arrange their own activities; however, the NEC should be copied so as to add these events to the calendar.