

# State Coordinator Duties and Functions

BMH 014  
Edition March 2011

**Preface -** Many of the duties of the **State Coordinator** link closely in with their own State Association, the ACF Secretary, and the ACF Registrar and Webmaster and finally as a Board Member they work with the ACF President and other Board Members in normal board processes.

**Prime Duties - ACF State Coordinators** play an important role for their state in the “Convention Eligibility” process and the renewal of ACF membership and APRA. They are responsible for verifying, on the caller renewal form, each caller’s “Convention Eligibility” for each of the square dance programs. **They should ensure those completed forms are thoroughly checked for the usual oversights** and ensure they reach the ACF Registrar in a timely manner.

They are also responsible for sending the Membership and APRA renewal list and the appropriate fees to the ACF Secretary.

Plus normal board member duties

## **Other Duties -**

Provide reports for each Callerlink edition.

Submit recommendations for the various awards (Gold / Silver Microphone, see By Laws 11.000, and Life Member, see ACF Constitution 4.1.5) for caller members within their state.

BMH 018 contains a list of recipients for the various awards.

## **Membership Renewal Procedure – Caller Renewal Forms and Database Update**

1. **Caller Renewal Forms** for “Active Callers” are printed from the Main Member Database and sent to each State Coordinator by the Registrar/Webmaster along with a checklist of callers and a covering letter from the ACF Secretary setting fees for the ensuing year.
2. There will be only one form per caller
3. **The State Coordinator** will arrange with the state association for the distribution of the caller renewal forms to callers in that state even if they are not members of the ACF or the State Association.
4. **Callers** must update their information every year and return their form to the **State Coordinator** to check, verify, and countersigned. No form, No Update, No Status.
5. **The State Coordinator** must check the Eligibility for each Dance Program stated by the caller by using the National Convention Eligibility Guidelines. In the case where a committee is making the Eligibility check, the **State Coordinator** must still sign but on advice from that committee.
6. **The State Coordinator** will work with the State Association Treasurer to ensure the Association and ACF fees are accounted for. (In some states, ACF, APRA and State Association fees are combined).
7. **The State Coordinator** should use the caller listing to indicate who is renewing for ACF and/or APRA. This list is to be sent to the ACF Secretary with the appropriate fees.
8. **The State Coordinator** should send the checked and verified caller renewal forms directly to the Registrar/Webmaster.
9. **The Registrar/Webmaster** will assume information on the forms is correct and requires no further verification, and that the appropriate fees have been sent to the Secretary.
10. **The Registrar/Webmaster** will use the verified Caller Renewal forms to update The Main Member Database (Filemaker) and then export all data to the ACF Website Database (Microsoft Access) and then upload this updated Access Database to the Website.
11. **The Webmaster** will keep the caller renewal forms for a period of two years for future reference in case of queries. A chronological and state grouping is recommended.

## **Membership Renewal Process – additional information.**

1. New applicants who are not listed should be added to the bottom of the list or to an additional page if necessary. If no caller renewal form was supplied for these callers, have them fill out a new/renewal application form. This form can be downloaded from the website and printed
2. New applicants are required to pay an additional \$ 7.00 joining fee.
3. Late fees are applicable to all APRA renewals after the due date.
4. If some callers have not returned their form/payment, in a timely fashion don't delay forwarding the rest. Late Renewals/applications can be sent at a later time.
5. State Coordinators who are responsible for the validation of information supplied by each caller on the application/renewal form may seek assistance from other Board Members and/or State Association.
6. Payments can be made to the Australian Callers Federation or by direct deposit to the ACF account. Details can be obtained from the ACF Treasurer.
7. **Common oversights by callers on their renewal forms** are they forget to tick what they are renewing. **Are they renewing their ACF, APRA, and State Memberships?**
8. Have the Dance Programs for which they are eligible been ticked and signed?
9. The State Coordinators and Caller Associations must also include the distribution and collection of renewals to non members of the state association and/or ACF. (as stated in BMH 015 at the end of the background paragraph).

## **Caller Peer Assessment Process**

### Assessment Requests

\* Caller or **State Coordinator Initiated** - Initial Assessment or Reassessment

Callers who are in their 5<sup>th</sup> year **or more** of club calling and desire to be considered for convention calling in the future should request an Assessment by contacting their State Coordinator

Callers may after a suitable time (One Year) request a Reassessment where they have developed or are now more widely known and could expect to receive a greater number of assessments. They should contact their State Coordinator.

**The State Coordinator** should email the Board and request an Assessment by the Full Board. Send note to the caller to keep the caller informed that action has been initiated.

### Assessments

Each **Board Member** should use their knowledge of the caller being assessed; use an Assessment Worksheet, and the Assessment Criteria to make their assessment thus providing the caller with an "Assessed Percentage / Convention Category". Each Board Member should then add their assessments to their "Personal Assessments Record", and set the Update Flags so the Registrar can easily identify their new assessments.

Each **Board Member** should then Email a copy of their updated "Personal Assessments Record" containing their new assessments direct to the **Registrar/Webmaster**. He will transfer your new assessments to the "Master Caller Assessment Register" which then automatically includes your assessments in the averaging process. He and will also keep a copy of your latest "Personal Assessments Record".

He will ensure your identity is kept confidential.

Each **Board Member** should keep a copy of his latest "Personal Assessments Record" for future reference and to enable him to verify his assessments appear in the Registrars' Caller Assessment Register.