



Job Expectations of a Georgia Family Connection Coordinator

The Collaborative coordinator (or executive director), as staff to the Collaborative, has certain responsibilities that will advance the work and preserve the integrity of the local Collaborative and the Georgia Family Connection statewide network. It is essential that the coordinator provide adequate time and attention as a salaried employee or paid contractor in order to fully meet the Georgia Family Connection state allocation requirements and the local Collaborative's needs.

Under the direction of the Collaborative governing body, the coordinator, at a minimum, is responsible for fulfilling the following duties: Planning, facilitating, and coordinating the Collaborative's work, and assisting the Collaborative in meeting all requirements as outlined in the *Responsibilities of a Georgia Family Connection Collaborative*.

The coordinator's duties:

- 1. Serve, in conjunction with the Collaborative chair, as liaison between the Collaborative, the community, and Georgia Family Connection Partnership (GaFCP).**
 - Review the *Expectations of a Georgia Family Connection Collaborative Governing Body*.
 - Serve as liaison between the Collaborative chair, fiscal agent, committee chairs, Collaborative members, and state, regional, and community partners.
 - Keep Collaborative and community members aware of the Collaborative's activities, meetings, and results through various channels, including mail, email, website, and social media.
 - Attend and participate in regularly scheduled regional Georgia Family Connection Peer-to-Peer Network meetings, relevant partner meetings and trainings, Family Connection conferences and training events, and appropriate professional or personal development training.

- 2. Ensure, in conjunction with the Collaborative governing body, that all Collaborative and fiscal agent policies and procedures are followed, the budget, and any subsequent revisions, for the fiscal allocation is determined and approved by the governing body, and that GaFCP and the Department of Human Services (DHS) contractual and reporting requirements are met in a timely manner.**
 - Assist the Collaborative governing body and fiscal agent in creating the annual operating budget(s), and any subsequent revisions, for approval by the governing body in accord with their policies and procedures.

- Manage the Collaborative budget, and complete and file any forms necessary for reimbursement to fiscal agent in a timely manner as deadlines require:
 - Prepare all expenditure reports in accordance with the needs of fiscal agent and Family Connection allocation requirements, including a regular written report to the governing body.
 - Work with the Collaborative chair and fiscal agent to ensure that all expenditures are appropriate and recorded properly, and that budget modifications are handled in accordance with policy.
- Meet with the Family Connection Collaborative, fiscal agent, and the employing or contracting entity on a regular basis to discuss progress, problems, reports, and the status of financial, planning, and accountability responsibilities.
- Attend all trainings required of fiscal agent's employees or contractors.
- Make fiscal agent and Collaborative leadership aware of webinars and other tools provided for their assistance in submitting reports, as appropriate.

3. Develop and coordinate implementation of the Collaborative's annual plan as guided by the Collaborative governing body and supported by Collaborative partners.

- Assist the Collaborative in determining Collaborative functional type.
- Facilitate and coordinate the work of the Collaborative in regularly assessing the needs and service gaps in their community, along with identifying emerging opportunities:
 - Facilitate an annual data review process, including, but not limited to, data products provided by GaFCP.
 - Periodically, as needed, facilitate the Collaborative's more in-depth assessment of community needs and opportunities.
- Assist the Collaborative in choosing community priorities and developing appropriate strategies to achieve desired outcomes.
- Work with Collaborative leadership to prepare the required Family Connection annual plan and submit to GaFCP on time and in the required format.
- Attend appropriate plan preview meetings and trainings.
- Work with Collaborative leadership to develop and make presentations based on the data and Collaborative priorities to ensure awareness and engagement of various community populations.
- Assist the Collaborative in implementing annual plan activities and documenting their progress in achieving the desired outcomes.

4. Report regularly to the Collaborative governing body the actions taken on behalf of the Collaborative (e.g. annual plan implementation, quarterly reports, new contacts, presentations given).

- Produce required quarterly reports, annual self-assessment, and other reports as required by GaFCP, their governing body and fiscal agent.
- Maintain the Collaborative's official records for the required legal period of time; publish the official notice of meetings; and maintain copies of minutes, acts, policies, by-laws, and quarterly reports pertaining to the Collaborative, including electronic records.
- Assist with the Collaborative meeting agenda in partnership with the Collaborative leadership, organize and attend meetings, and attend and support committee meetings.
- Work with the Collaborative partners to ensure maximum participation in Family Connection activities.
- Meet with the chair and/or governing body at least monthly for guidance and to report on assigned activities.
- Meet for an annual review of the coordinator's performance, which shall be conducted jointly by representatives of the Collaborative governing body.

5. Support the Collaborative's meeting and communications needs.

- Coordinate Collaborative meetings and other functions with the governing body.
- Manage Collaborative correspondence, including email, website and social media.
- Develop a process for communication among staff and Collaborative members (email listserv, mail distribution list, website postings, etc.).
- Create and send messages to community about the work of the Collaborative and Collaborative partners.
- Distribute information to community regarding community conditions, needs, and strengths.