

The National Coordinator (NC):

1. Is the first person of liaison between the Committee and the Regional Coordinators.
2. Is responsible for communication with and coordination among the Regions in organising, encouraging, advising, supporting and otherwise helping them in their activities.
3. Informs the Committee and the Administrator of any changes among the Regional Coordinators.
4. Ensures that all Regional Coordinators are informed as to their role within ETAS, are in possession of a current copy of the RC Guidelines, and helps the RC where necessary in the interpretation of the RC Guidelines.
5. Is responsible for entering the regional workshops information onto the website.
6. Liase with PR regarding position and set up of the ETAS stand at the AGM and SIG day. Organises the rota of RC's to man the ETAS stand at the AGM and SIG day.
7. Liaises with TD that an RC and SIG Coordinator are arranged to organise the mini-supplement for Journals.
8. Ensures that the Administrator sends updates of the RC Guidelines to all RCs.
9. Is in regular contact with the RCs so as to be the person to offer help where necessary.
10. Reviews requests for financial aid, together with the Treasurer and the President.
11. Is informed by the Treasurer if there are problems in the running of Regional Accounts.
12. Ensures the organisation of meeting rooms and lunch, together with the local RC, for the twice yearly National Council meetings where in the morning the RCs meet with the NC, and the SIG Coordinators meet with the Teacher Development Chair, and in the afternoon all meet with the Committee, followed by a Committee meeting.
13. Sends a reminder of this meeting to the RCs asking for items for the Agenda at least one month before, and an invitation and the Agenda to the RCs at least two weeks prior to the National Council meeting.
At the meeting the NC asks an RC to be responsible for the taking of the minutes.
During the meeting there is a brief review of workshops held by each Region, sharing information about response to the workshop. This meeting is important for communication of relevant Committee decisions, and for feedback from the RCs to the Committee.
Where necessary points from this meeting are raised in the afternoon National Council meeting, or otherwise left for the Committee meeting afterwards.
The NC ensures that the Minutes of the morning meeting are distributed to all RCs and the President as soon as possible after the meeting.
14. Receives lists of new members periodically from the Administrator.

15. Receives information about Speakers for possible tours of the Regions from National Events Chair or publishers.
16. When Committee members or the Administrator have information for the RCs this should, where possible, be transmitted via the NC.
17. Informs the President of problems or changes among the RCs at least 10 days before a Committee meeting.
18. Submits an Annual Report of Regional Activities and RC mutations to the President at least six weeks before the AGM (to be included in the Annual Report at the AGM).
19. Creation of a new Region and merging of existing Regions requires Committee approval.
20. The President should be copied into all ETAS emails and correspondence.
21. Should not normally miss more than 1 meeting a year.