



AMERICAN
mensa
LTD.

Assistant Gifted Children Program Coordinator

Overview:

The Assistant Gifted Children Program Coordinator assists the National Gifted Children Program Coordinator.

Appointment:

The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting.

Experience/Training needed:

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience or training in the area of gifted children, education, or psychology is essential.

General Responsibilities:

In coordination with the National Gifted Children Program Coordinator, establish goals for the year.

Report to the AMC Quarterly on progress toward those goals.

Via your AMC liaison recommend action, policy changes or new policy to the AMC

Act as an advisor to AMC, other committees and staff in matters pertaining to your area of responsibility.

Participate in discussions on other committee as requested/desired.

Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.

Produce or contribute to the following publications.

Interact/contribute to the following other positions or committees.

May coordinate the activities of others.

Specific Responsibilities:

As directed by AMC Chair and Gifted Children Chair.

Time and space required:

The position will require moderate time. You should plan to: Check email every few days, volume will be moderate. Participate in committee discussions via email; consult occasionally with staff members.

The position will get only a little mail, much of which will be communication to keep you informed of ongoing activities.

The position gets a moderate amount of email.

Travel and Meetings

There is currently no funding available for this position to attend the AMC meetings or AG. Check with your AMC liaison if you feel this is needed or necessary. You are always welcome to attend any meeting of the AMC without funding.

Budget:

There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

Subcommittees or appointees:**AMC Liaison:**

Membership Officer

National Office Liaison:

PR Manager