



AMERICAN  
**mensa**  
LTD.

## SIGHT Coordinator

### **Overview:**

The SIGHT Coordinator coordinates the Service of Information, Guidelines and Hospitality to Travelers program in American Mensa.

### **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:**

A thorough knowledge of the SIGHT Guidelines and philosophy is essential.

Experience as a local SIGHT Coordinator is essential.

Experience as a Local Secretary is desirable.

Interest in other countries and cultures is beneficial.

### **General Responsibilities:**

In coordination with the AMC chair, AMC liaisons and staff liaison, establish written goals before the first AMC report is due.

File written reports before each AMC meeting.

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

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

Coordinate the activities of others.

Oversee or participate in related AML and MIL e-lists.

### **Specific Responsibilities:**

Publicize the program through the publications and leadership development.

Facilitate prompt responses to all inquiries.

Work with Local Secretaries and RVCs to appoint a local SIGHT Coordinator for all groups.

Welcome and orient new local group coordinators.

Maintain coordinator's list.

Create and update SIGHT Handbook and other forms, materials and procedures.

Communicate with the MIL SIGHT Coordinators.

### **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.

The position is strongly encouraged to attend the Annual Gathering, and usually presents a workshop and coordinates a get together at the AG.

This committee will rarely meet in person but will conduct most of its business via email.

### **Budget:**

You are a co-budgetary officer for an area of funding in the national budget. You, along with the AMC member or staff member who is the other budgetary officer will be responsible for reviewing the monthly expenditures to assure they are authorized and are within budget.

### **Subcommittees or appointees:**

#### **AMC Liaison:**

By appointment.

#### **National Office Liaison:**

National Groups Coordinator