

**Finance Coordinator Support Committees
Definition/Description of Duties**

Coaching Grant Coordinator:

The coaching grant coordinator for Border Lakes Region 2 is responsible for receiving a chapter's grant application, responding to this arrival, verifying the information, handling any issues like lack of Coach's signature or timing of application or coaching date, and forwarding the information, including the mailing address of the President/Treasurer to the Regional Finance Coordinator. A master list is kept with Chapter, Officer, date of coaching, and check numbers/dates. This is also kept by the Finance Coordinator who sends an update regularly for a double check. If necessary, a reminder is sent out to chapters who appear to be missing the deadline, usually through the Communications Coordinator.