



District Anchor Coordinator Job Description

The District Anchor Coordinator is appointed by the District Governor. The Coordinator is selected based on the following criteria:

- Experienced with and understands the Anchor program
- Communicates effectively with Anchor leadership at the district and club levels
- Possesses leadership skills at the club and district levels

Duties of the District Anchor Coordinator:

- Responsible for growth and expansion in the district as directly relates to annual goals submitted by the appointed coordinator to the District Governor and District Advisory Council
- Coordinates and shares information concerning Anchor with officers, advisors and clubs throughout the district
- Works with the District Governor
 1. Provides district Anchor information for the Governor's Bulletin
 2. Develops a proposal for the Anchor Leadership Grant
 3. Notifies PI regarding District Anchor Representative attending Leadership Summit
- Presides over District Anchor Program
 1. Meets on a regular basis with the District Anchor Officers
 2. Assists the District Anchor Officers in planning and executing the District Anchor Convention
 3. Compiles or assigns distribution of a District Anchor Newsletter (at least 3 during the year)
 4. Promotes attendance at District Anchor Convention and Anchor Leadership Summit
 5. Contacts clubs that are delinquent in remitting their international and district dues. Employs the assistance of the Anchor club sponsor if needed
 6. Identifies Anchor clubs that may need assistance due to a change in advisor, poor recruitment etc. and provides support and encouragement
- Works with PI Staff and PI Anchor Coordinator
 1. Communicates regularly with the staff PI Anchor Specialist and the appointed PI Anchor Coordinator
 2. Maintains records of Anchor clubs, the current advisor, and the advisor's contact information and provides that information to PI Anchor Specialist by September 30th of the current school year
 3. Provides District Anchor news/information/pictures to headquarters

*See Best Practices for additional information