

COORDINATOR'S JOB DESCRIPTION

PERSONAL REQUIREMENTS

- A.** Demonstrate a passion and desire to fulfill Glenn Clark's worldwide vision for CFO as depicted in his writings (i.e. A Man's Reach, The Soul's Sincere Desire, On Wings of Prayer) and to have attended at least two full-time CFO camps.
- B.** Have a total commitment to the original Bond of Faith.
- C.** Actively support the CFOI Training Guidelines and participate in a CFOI Training at the earliest convenience.
- D.** Have an active prayer life and daily quiet time.

FUNCTIONAL REQUIREMENTS

- 1.** Maintain a corporate calendar through thorough communication with the Executive Committee and committee chairpersons.
- 2.** Handle legal requirements for the CFOI 501(c)(3) corporation in the U.S.A. and the state of Minnesota.
- 3.** Supervise, coordinate activities and assist all Board Volunteers.
- 4.** Coordinate and supervise web site.
- 5.** Keep the mailing list, email addresses, and Board Roster up-to-date.
- 6.** Oversee all CFOI Board publications and media presentations.
- 7.** Work closely with the Board and the Executive Committee to implement their decisions.
- 8.** Have the ability and commitment to understand our accounting system.
- 9.** Attend all Board meetings and other travel as directed by the Board at CFOI expense.
- 10.** Be Computer Proficient.
- 11.** Operate from a home office if possible.
- 12.** Be a proven self-starter.