

From our bylaws:

#### ARTICLE VIII: COORDINATOR of OPERATIONS:

The NAMI Northern Lakes Drop-in Center shall have a Coordinator of Operations.

The Coordinator of Operations shall be hired by The Steering Committee, and shall answer to their supervisor; who shall be a member of The Steering Committee.

The duties of The Coordinator of Operations shall consist of acting as an office manager; performing secretarial, clerical, and receptionist duties at the drop-in center, performing administrative tasks as proscribed by the steering committee, overseeing the implementation of the drop-in center's calendar, facilitate and coordinate membership, facilitate and coordinate outreach of the drop-in center and the community, and facilitate and coordinate referrals.