

CSD AMBASSADOR CO-ORDINATOR JOB DESCRIPTION

- The CSD Ambassador Coordinator shall be appointed annually by the Board of Directors, and shall report regularly to the Board. If the Coordinator is not a member of the Board, they will be assigned to a member of the Board as contact person.
- The Coordinator shall contact each existing Ambassador following the Annual General Meeting, to determine if they wish to continue in this role. If so, the Coordinator shall put their names forward to the Board for appointment.
- The Coordinator shall notify each Ambassador who is re-appointed, and shall send them a new annual certificate.
- The Coordinator shall check with each Ambassador on a regular basis (e.g. monthly, quarterly) to see if they need supplies – CSD business cards or general brochures about dowsing, and shall send what is requested.
- The Coordinator shall make a written record of their activities to be kept as a guide for future Coordinators in the Coordinator's handbook.
- The Coordinator shall work with the person responsible for the Website, to provide any information about Ambassadors that is requested, and contact any Ambassadors whose information needs to be added.
- The Coordinator shall receive applications from potential new Ambassadors and make recommendations to the Board about their acceptance.
- The Coordinator shall seek out CSD members who are dowsing teachers who are not already Ambassadors, and invite them to apply.
- The Coordinator shall submit an annual summary for the Annual General Meeting.

