

APPENDIX H**BCF STATE COORDINATOR RESPONSIBILITIES**

1. Appoint a current employee as county coordinator of voter registration services for each office or program delivery center.
2. Administer voter registration services in all programs within his or her jurisdiction.
3. Coordinate voter registration services with the Secretary of State.
4. Monitor the county coordinators of his/her delivery programs and reporting assignments.
5. Ensure all coordinators and employees have reviewed all training material and receive periodic updates.
6. Review complaints concerning voter registration activities filed against employees.
7. Notify the Secretary of State within five days of any change of county coordinators.
8. Post all required notices as provided by the Secretary of State.