

MSAP Chapter Coordinator Duties

Safety and Education are a big part of our mission statement as an organization

As the coordinator for your chapter, your duties will be to:

- Make sure that each instructor is well trained and ready to enter the classroom. This will mean supervising them in a couple of classes personally or having another seasoned instructor to take them under their wing for a few classes before setting them out on their own or with a partner.
- Make sure that each new instructor has all of the materials needed for class which include: survey sheets, quizzes, MSAP tri-folds, and of course the DVD. As the coordinator it is important that you know your D.E. or MSAP instructors' schedules so that you know when and where classes are being taught. Use this information as a Legislative tool by inviting Elected Officials, School Board Members, and other invited guests to your classrooms.
- Supplies are the financial responsibility of your chapter and as the MSAP Coordinator it is vital that you communicate your needs to the chapter so you don't find yourself with Instructors with classes to do, and no supplies to do them with. Check to see if the Schools will supply all the paper needs for each class. Schedule your classes in advance, if possible with the Drivers Ed Teacher, share contact information with them. Schools that have a Drivers Education Manager will have a coordinator at the school to help with this.
- It is vital that you keep ongoing record of the number of classes and students reached by each instructor and as a chapter as a whole. *It is these numbers that give us a voice to enter new Schools and start MSAP in Counties that lack MSAP. These numbers collected from accurate records are one of our most important Legislative tools.*
- At the end of each quarter (before each state meeting) you must send the chapter's total to the State Director of Safety, Education, and Awareness.

This needs to be done in a timely fashion (at least one week before the state meeting), and preferably in Excel or a Word Document. If you need examples of what your report should look like, contact the SEA Director directly and he/she can send you an example. The report should include:

[Date of Class/Name of School/Drivers Ed Instructor Name/MSAP Instructor Name/and the # of Students Taught.](#)

Each instructor should be turning their survey sheets in to you at each meeting and this is a good way to keep count. Survey sheets should be reviewed and remarkable ones shared with your Chapter. Instructors spend a lot of time, energy, and resources teaching classes, make sure their numbers give us a bigger voice in Raleigh

- Instructor Training workshops are held on an as needed basis. After training, new instructors will receive an MSAP Instructor T-shirt when available, and when the chapter coordinator is assured that this person plans to continue teaching classes. The reasoning behind this is cost-effectiveness. We used to hand out T-shirts after the workshops, but found that many people were becoming certified, receiving T-shirts, and never teaching a class. MSAP patches will be issued after Training and Instructor rockers will be issued by the County coordinator at their discretion.
- If ANY issue arises with a student, DE Instructor, MSAP Instructor, or school, the SEA Director should be notified immediately.
- Coordinators should feel free to contact the SEA Director at any time with any comments, concerns, or questions.

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