



State Coordinators are dedicated and experienced sister cities program volunteers. They serve as a resource at the local level to provide professional assistance and help, with support provided by Sister Cities International, to member communities in their state; and assist communities wishing to maintain or establish a sister city. State Coordinators must have expertise and knowledge in, and the ability to articulate the Sister Cities International's mission – promote peace through mutual respect, understanding and cooperation – one individual, one community at a time.

QUALIFICATIONS

- Reside in the state represented
- Membership in a local, state dues-paying membership organization or have an individual membership
- Attendance of at least two Sister Cities International annual conferences
- Knowledge of the Sister Cities International programs in respective state
- Must have a firm grasp of Sister Cities International's programs and guidelines
- Proven record of volunteerism
- Accessibility to e-mail
- Must have the ability to travel to local events; and/or meet with local programs upon the request for on-site guidance
- Provide two letters of recommendation selected from the following categories:
 - Elected official
 - Community leader
 - Officer of a local or state sister cities program
- Fulfill a two-year term. If unable to fulfill duties, must notify the Chair of the State Coordinators and the international office as soon as possible

RESPONSIBILITIES

- Attend the Sister Cities International Annual Conference or send a non-voting representative
- Hold a workshop or meeting for your state annually or bi-annually, either singly or in conjunction with another meeting
- Submit the State Coordinator's Annual Report with receipts (where applicable) on or before March 1 each year
- Respond to inquiries from state membership or the international office within five working days of receipt of request (unless out of town)
- Provide information or contacts to inquiries about/for Sister Cities International
- Work with the international office to increase Sister Cities International membership through dissemination of information about Sister Cities International
- Maintain files/information provided by Sister Cities International regarding programs and policies for distribution



STATE COORDINATOR
APPLICATION
(Revised September 2008)
(Type or neatly print)

State City

Sister Cities International affiliation (city/state/etc.)

Name (Mr/Mrs/Ms/Dr)

Address

City State Zip

Phone Fax

E-mail

Business Affiliation

Company Name

Address

City State Zip

Phone Fax

E-mail

Description of business

Please send Sister Cities International communications to:

Mail	<input type="checkbox"/>	<input type="checkbox"/>	Home	Office	Both
Phone	<input type="checkbox"/>	<input type="checkbox"/>	Home	Office	Both
Fax	<input type="checkbox"/>	<input type="checkbox"/>	Home	Office	Both
E-mail	<input type="checkbox"/>	<input type="checkbox"/>	Home	Office	Both



Sister Cities International Involvement

What national/regional/state meetings have you attended (year/date/location)? List at least three.

What offices held in your Sister Cities International organization (president/secretary/etc.).

Other positions held within the organization

Are you able to attend two national meetings annually?

Are you able to coordinate an annual state meeting?

Are you able to travel within your state to assist local cities?

Narrative

Why do you want to be a State Coordinator?

List volunteer experience.

List any other applicable experience/expertise which could help SCI

Optional

Have you lived/traveled abroad and where?



Do you speak any language other than English? Please list:

Please attach a resume (required).

Signature

Date

Checklist of required documents:

- Application
- Two (2) Letters of Recommendation
 - o Elected official
 - o Community leader
 - o Officer of a local or state sister cities program
- Signed Pledge (see next page)
- Photo (optional)



**State Coordinator
Pledge of Understanding**

“I, _____, understand that the position of State coordinator is an unpaid, volunteer position for Sister Cities International (SCI). I understand that this position requires a commitment of time and resources. I agree to serve as a liaison between the national organization and the local communities in my state. I understand that I will work with the SCI staff and other State Coordinators to help my state’s sister cities achieve the maximum benefit from their membership. As a State Coordinator for SCI, I will abide by the policies and procedures of the national association established by the SCI Board of Directors and SCI staff.”

Signature of Applicant

Date