



## **Administrative Point of Contact Roles and Responsibilities**

### **ADMINISTRATIVE POINT OF CONTACT**

A designated individual at a specific location who oversees the club.

### **THE ADMINISTRATIVE POINT OF CONTACT WILL:**

- Identify at least two (2) Advisers who will be trained to facilitate Anchored4Life at the location.
- Assist the Installation School Liaison in coordinating dates and locations for trainings.
- Send an email to all staff at the location explaining Anchored4Life and how each staff member can support the implementation of the Club.
- Provide oversight including quarterly meetings with Advisers for Club consistency.
- Attend the morning session of Day 1 training.
- Contact Anchored4Life Learning Consultant when concerns arise, staff changes, or when there is a need for additional training.