



Odyssey of the Mind<sup>®</sup>

# The Odyssey of the Mind Membership Coordinator

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For each “Membership”, there is a **Membership Coordinator**. This person serves as the conduit through which information flows. They receive the problems from the international organization (CCI), and communication and information from their Regional Director (HARO, North TX, Central TX).

When you purchase/renew your annual membership, the contact person should be the Odyssey of the Mind Coordinator for the school, not the billing contact. The new problems are available on-line around mid-August and hard-copies are mailed to Membership Coordinators in September.

The Coordinator can be a teacher, Magnet or G/T Coordinator, or a parent.

The Coordinator often sets-up a table at a Back-to-school event to provide information to new parents, publishes information in the school newsletter, organizes Parent Orientation sessions and/or promotes any free events organized by the specific region.

The Coordinator helps form teams, helps implement the regional [team qualifications](#) to ensure that there is no conflict between team preferences, including which problems are selected/assigned. Once coaches are identified, the Coordinator shares the access to the member area (membership # and zip code used in the membership).

The Coordinator must be aware of the program rules (in the current year Program Guide) and communicate any multi-school inquiries to the Regional Director.

The Coordinator uses the member area to verify that all teams have registered judges and volunteers timely, also organizes Membership level volunteers. When payment of the tournament fees are centralized at the district/PTO/PTA level, the Coordinator is responsible to request an invoice, and ensure that payment is processed timely.

The Coordinator often has a dual role and could be a team Coach.



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### **Other Materials**

Procedures vary among Texas Regions. The following materials on our website can help you disseminate program information within your school:

Parent/Teacher Information Brochure about OotM and Stem.

HARO facts and dates sheet. This contains the key dates for current season. Check the online calendar for most recent updates.

OotM at a Glance. This contains an overview of the program in a Region, with general team qualifications.