**Section 1740.204 Duties of Coordinator**

a) The Mobile Team Coordinator is responsible for maintaining all records and reports in accordance with the Local Records Act (Ill. Rev. Stat. 1981, ch. 116, pars. 43.101 et seq.) and rules promulgated thereunder;

b) The Coordinator shall submit the course roster to the Board within 14 days after the completion of any course offered by the Mobile Team.

c) The Coordinator of Mobile Teams shall be required to submit an annual report to the Board, due the first of each calendar year, containing the Mobile Team's assessment of training needs. In assessing its needs, the Mobile Team must describe the standards and criteria it uses to determine course selection.