

**Committee Chair**  
**EDUCATION COMMITTEE**  
**Job Description**

|                                 |   |                                |
|---------------------------------|---|--------------------------------|
| <b>Position</b>                 | Education Committee Chair   |                                |
| <b>Purpose:</b>                 | Coordinate and Plan High Quality Educational Programs   |                                |
| <b>Committee Size:</b>          | Chair plus 2–3 additional members   |                                |
| <b>Term of Service:</b>         | One year (April 1 – March 31)   |                                |
| <b>Oversight by:</b>            | Board of Directors  |                                |
| <b>Records Retention:</b>       | <b><u>Item</u></b>  | <b><u>Retention Period</u></b> |
|                                 | Committee Reports   | 7 years                        |
|                                 | Record of Educational Programs  | 7 years                        |
| <b>Duties of the Committee:</b> | <ul style="list-style-type: none"> <li>• Schedule Committee meetings as necessary to plan and implement educational programs and assure that all committee responsibilities are timely met</li> <li>• Coordinate and plan high quality educational programs for appropriate Chapter membership meetings</li> <li>• Identify topics of interest to membership with respect to educational programs</li> <li>• Assure that Chapter's educational programs fall within ALA's core competency areas in connection with President's Awards of Excellence requirements</li> <li>• Communicate and work with Vendor Committee regarding vendor sponsors for Chapter membership meetings/ educational programs</li> <li>• Communicate with vendor sponsors in determining meaningful appropriate educational topics/presentations for Chapter membership meetings</li> <li>• Communicate speaker/presentation detail to Website Committee for calendar and Chapter Secretary for announcement/meeting agendas</li> <li>• Work with Website Committee to assure that speaker evaluation forms are accessible to membership after each presentation. Summarize same and timely transmit report to Regional Education Officer after each presentation</li> <li>• Send appropriate thank you to supporting vendor post presentation/meeting sponsorship and/or note to speaker thanking them</li> <li>• Identify WEBINAR topics of most interest to membership; arrange a host location and provide notification to membership re same. The Chapter annually sponsors two webinars.</li> <li>• Coordinate and plan other educational seminars as requested by the Board</li> <li>• Identify and schedule educational opportunities for Chapter members who have attained CLM certification as well as members considering obtaining CLM certification</li> <li>• Work with Committee Members/Chapter President-Elect to prepare Excellence in Education award submission for International competition in accordance with the President's request/deadline</li> <li>• Provide Committee Reports at membership meetings</li> <li>• Carry out all other tasks as requested by Chapter President.</li> </ul> |                                |