

Position: Education

- *Chair* the Program/Education Committee.
- *Chair* the Bursary committee. *Administer the Education Bursary by handing out application forms and arranging the Bursary Committee meeting to review the applications.*
- Determine member's interests for educational needs.
- Organize workshops for the education of members.
- Advertise the various educational programs and benefits within EGV and EAC.
- Contact teachers.
- Provide all teachers with a contract for employment.
- Be responsible for the financial administration for workshops. This includes *preparing a budget*, collecting the fees, paying expenses and *completing the EGV Events* statement *for each* workshop. Monies are to be handed over to the Treasurer.
- Maintain a list of possible locations for workshops.
- Obtain a billet for out of town teachers.
- Ensure all required transportation for the teacher is in place.
- Provide for coffee breaks at workshops and ensure the teacher is provided with a lunch.
- Provide a Workshop Evaluation form to each participant and compile summary for teacher and files.
- Attend all *evening* and executive meetings.
- *Prepare annual report*
-

Time Line:

January: Education Bursary deadline *February 28*
April: Education Bursary recipient(s) announced
Begin preparation of required annual reports for the May/June newsletter.
September: Education Bursary *deadline October 31*
December: Education Bursary recipient(s) announced

ONGOING JOBS

Advertising workshops in the Sampler
Researching possible program and workshop ideas