

Education Chair

POSITION SUMMARY:

The Education Director is responsible for developing the educational component of the monthly meetings including speakers and/or audio-visual presentations.

SPECIFIC RESPONSIBILITIES/DUTIES:

1. Seek out and schedule well in advance appropriate speakers for monthly general meetings.
2. Send speaker's curriculum vitae to the Publications Chair, the Newsletter Editor and the Webmaster well in advance of the general meeting.
3. Make arrangements for the speaker's equipment needs including audiovisual equipment.
4. Perform speaker introductions and thank-yous at the general meeting
5. Assist the speaker with removing his or her equipment and materials after the meeting.
6. Write formal letters of appreciation to all speakers.
7. Compile and report to the Awards Committee information related to education activities for awards and recognition purposes at the Annual Awards dinner.
8. Attend all WSA board meetings as a voting member.
9. Attend general meetings and participate in all WSA- sponsored activities when appropriate.

GENERAL QUALIFICATIONS/EXPERIENCE:

Hold current membership status. Be willing to pursue speaker contacts by attending sailing events and conventions, reading sailing publications, browsing the web, and talking to members of the sailing community. Punctuality and dependability are important characteristics.

POLICIES

1. Speaker arrangements must be made well in advance
2. Welcome the speaker to the meeting, introduce him/her to board and members of WSA.
3. Make the speaker feel like a welcome guest by introducing him or her to members, offering a drink, and inviting him or her to the buffet.
4. Follow up with the speaker with a WSA thank-you gift following the presentation.