EDUCATION CO-DIRECTOR

Rev. June 2019

Term: 2 years (Alternating term expiration between two co-education directors)
Pre-Requisites: Basic computer skills. Email access required.
Inventory: By-laws and operating procedures. Job descriptions of chairs/committees under director’s responsibilities. Building, office, and storage area keys.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Must be a MQ Member in good standing.
- Receive files and keys from previous officer at September Board meeting.
- One or both Co-Directors should attend all MQ Board meetings. If unable to attend, advise President and report as necessary.
- One or both Co-Directors should attend one of the MQ regular monthly meetings whenever possible. If unable to attend, delegate responsibilities to alternate as necessary.
- Work with Volunteer Coordinator to obtain volunteers to fill committees assigned to this directorship:
  - Day and Evening Meeting Coordinators
  - Special Events
  - Fall and Spring Getaway
  - Holiday Brunch
  - Retreats
  - On-the-road meetings
  - Historian
  - Library
  - Quilting for Others
- Maintain email or phone communications with co-chair to make voting decisions (Education Co-Chairs share one vote on the board), plan MQ programs, and respond jointly to incoming inquiries about MQ programs, etc.
- Plan or delegate the planning of all MQ programs, lectures, and workshops.
  - Make appropriate contacts for programs.
  - Prepare contracts for lectures and workshops and submit them to MQ president to be signed and mailed.
  - Submit payment requests for lectures, programs, workshops, and special events, including copies of contracts and W-9s.
- Work with The Recovery Church (through Operations Chairs) to arrange and set dates and/or special needs for programs, lectures, and workshops, or delegate this responsibility to Meet Coordinators.
  - See that regular meeting setup layout and information is on file with MQ office and church staff.
  - Notify church staff of any special setup needs (through Ops Chairs).
  - Arrange for appropriate equipment to be available for the meetings or events.
  - Arrange for setup and takedown of any special equipment.
- At each meeting, the Education Director is responsible for the following, which may be delegated to Meeting Coordinators:
  - Unlocking and locking doors.
  - Turning lights on and off.
  - Update of upcoming events at member meeting.
  - Adjusting heat (but not AC) of meeting room as necessary.
- Introduce guest speaker.
- Ask for volunteers to help set up room for workshop, if needed.

- By newsletter deadline, prepare articles about upcoming program details and any workshop, retreat, or special event details, or delegate this responsibility to Meeting Coordinators. Provide meeting and events schedule as far out as possible, and check website regularly to make sure program information is current and correct.
- By newsletter deadline, prepare article reporting on the most recent month’s meetings, including details about the program, attendance, drawing winners, etc.
- Work with Volunteer Coordinator to obtain volunteers to fill chairs/committees assigned to this directorship:
- Prepare job descriptions for, oversee, and coordinate the activities of the chairs/committees assigned to this directorship. Any contracts for these committees must be approved by Education Director and signed by MQ President.
- Coordinate, collect, and monitor the budgets of the chairs/committees assigned to this directorship. All expenditures of these committees must be approved by Education, and any payments over $500 must be countersigned by President or President-Elect.
- Submit all reimbursement requests in a timely manner.
- Prepare annual position budget, including committee budgets (even if a committee budget is $0), for the following year and present at July Board meeting.
- Outgoing co-director should prepare and submit a brief year-end position report and present it at September Board meeting. This report will be used for the Annual Report published in January of the following year.
- Review and update job description annually (at September Turnover meeting) and give to Past President.