

## **JOB DESCRIPTION FOR EDUCATION DIRECTOR**

One year term

Appoints Program Chair and Workshop Chair

### **Duties**

1. Attend board meetings.
2. Check in with appointed chairs before each Board Meeting and report to the Board of Directors.
3. Encourage the formation of study groups and work with Newsletter Editor and Webmaster to publicize and promote study groups.
4. Appoint committees to review grants and scholarships.
5. Assist Director of Outreach with exhibits and demonstrations as appropriate.
6. Work with chairs to develop Theme of the Year during odd years, and with ANWG rep during even years to develop Theme of the Year in support of the biannual ANWG conference theme.

Revised May 2020