

Education Coordinator

The duties of the Education Coordinator shall:

1. Serve as liaison between the WMCA Executive Committee, the Education Committee, and the Northwest Clerks Institute Director to review and coordinate educational programs in accordance with IIMC.
2. Work closely with the NCI Director to determine speaker and course content for the Spring and Fall Academy sessions.
 - a. Inform the Education Committee Chair of the speaker and course content and work together on logistics (meeting room, food, etc) for the Academy sessions.
 - b. Promote the Academy sessions through the WMCA Newsletter and email blasts.
 - c. Prepare sign in sheets for Academy sessions.
 - d. Prepare IIMC approved certificates of completion for all Academy attendees for the NCI Director to sign.
 - e. Prepare and collect Academy evaluation forms, tabulating the responses and forwarding the evaluations and results to the NCI Director and Education Committee Chair.
3. Work closely with the Executive Committee to determine if and when an Athenian Dialogue will be held and follow IIMC's Athenian Leadership Society Dialogue Policy:
 - a. Procure a facilitator
 - b. Require each participant to purchase his or her own book
 - c. Schedule the Dialogue for 6.0 hours in length (excluding any breaks)
 - d. Seek pre-approval from IIMC for the facilitator and book (if facilitator or book is not on IIMC approved list)
 - e. If the Dialogue will be held during, before or after the annual conference, work with the Education Committee Chair and Conference Planning Committee on logistics.
 - f. Prepare assessment form for each attendee and require completion of the form to earn IIMC education points
 - g. Prepare IIMC approved certificates of completion of the Dialogue, signed by the facilitator or association president and distribute certificates once the assessment forms have been submitted
 - h. Ensure that facilitator has send copies of Dialogue agenda and assessment to IIMC
4. Work closely with the Chair of the Education Committee on all aspects of WMCA education.
5. Serve as a member of the Northwest Clerks Institute (NCI) Committee as outlined in the NCI Education Committee description.
6. Keep current on educational issues/changes from IIMC work with the WMCA Executive Committee to distribute information to the Association.
7. Provide quarterly reports to the WMCA Executive Committee at their quarterly meetings.
8. Attend the IIMC Conference and Education Colloquium.

9. Attend WMCA Executive Committee meetings and special meetings as requested by the President.
10. Perform such other duties and responsibilities as the President may prescribe

Appointment:

1. The President will recommend a candidate to appoint as Education Coordinator to the WMCA Executive Committee for approval.
2. The Education Coordinator candidate must have served a minimum of three years on the WMCA Executive Committee or two years as Education Committee chair.
3. The Education Coordinator's term shall be three years and he/she may serve for two consecutive terms.