



**Indiana**  
Chapter

## **JOB DESCRIPTION DIRECTOR OF EDUCATION**

### **Member of the Board**

As a member of the Board, the Director of Education is expected to attend regular and special Board meetings.

### **In Absence of President-Elect**

The Director of Education will preside as the Chair at any Board meeting the President and President-Elect cannot attend.

### **Planning of Education Presentations**

At the beginning of the chapter year, the Director of Education will develop, with Board input, a list of suggested educational topics and presentations for monthly meetings. The Director of Education continually updates the list according to the needs of the membership and the availability of prospective speakers. The Director of Education provides finalized Chapter educational programs calendar(s) to Board for inclusion in Chapter calendar of upcoming events.

### **Coordinator — Chapter Monthly Luncheons and Attorney CLE Event**

Depending upon the education programs scheduled and the needs of the members, the Director of Education arranges for and registers the host site and selects the monthly luncheon menu. The Director of Education assists the Board with the annual attorney CLE event, its location and catering needs.

### **Notices to Membership**

The Director of Education provides monthly notice of meetings to membership via the chapter website and any other communication formats as directed by the President and/or Director of Communications. These notices will be sent two weeks before event.

### **Host/Hostess to Education Speakers**

The Director of Education greets and accompanies the guest speaker(s) at monthly meetings and introduces the speaker(s) and topic.

### **Reports to ALA International**

At least quarterly, the Director of Education provides a Chapter Education Summary of Chapter educational programs and presenters to ALA International.

### **Scholarships**

The Director of Education is responsible for informing the Treasurer of recipients of educational scholarships.