

## NHLTA JOB DESCRIPTION

### EDUCATION COMMITTEE JOB DESCRIPTION

The Education Committee exists as a standing committee, pursuant to Article V, Section 1 of the Bylaws. The President of the Board shall appoint a board member to chair the committee who, along with the Board, will recruit other members to serve on the committee. The Committee shall meet as necessary and appropriate. A majority of the Committee members, present and voting, shall constitute a quorum.

The primary purpose of the Committee is to oversee the educational programming offered by NHLTA.

#### **Committee Charter:**

The Education Committee is charged to develop educational programming for members to improve their skills and knowledge in areas related to library governance and leadership.

#### **Specific Committee Responsibilities:**

- Monitor educational needs and research new methods of meeting those needs.
- Coordinate an annual calendar of training events that meets the needs of public library boards.
- Recommend educational policies, programs and strategies.
- Manage the Annual Conference
- Manage Workshops and Orientation Sessions
- Oversee revision of the NHLTA Trustee Manual every five years.

#### **Responsibilities of Education Committee Chair:**

- Schedule and chair Education Committee meetings.
- Appoint Annual Conference Group Leader and Educational Outreach group leaders and monitor progress on responsibilities.
- **Appoint an Annual Conference Sponsorship Coordinator.**
- Keep the Media/PR coordinator (Communications Committee liaison) informed.
- Sits as an ex officio member of all committees.

#### **Responsibilities of Annual Conference Sub-Committee Group Leader:**

- Develop sites, topics, presenters, materials production and content outline for the annual conference.
- Develop conference themes, speaker topics/suggestions to Education Committee membership prior to presentation to NHLTA board.
- Oversee speaker relationships, including contracts and compensation.
- Coordinate the execution of the conference, including coordination with the conference center.
- Work with administrative support staff (NHMA) in all areas of shared responsibilities.
- Coordinate conference promotion with the Communications Committee.
- Evaluate the program and incorporate results in future programming.

#### **Responsibilities of Educational Outreach Sub-Committee Group Leader:**

- Identify workshop topics, presenters, materials and content. Present to NHLTA board.
- Coordinate in-person workshops, remote sessions and webinars.
- Coordinate annual trustee orientation workshops.
- Organize regional meetings.
- Organize trustee roundtables.