

## **EDUCATION COMMITTEE JOB DESCRIPTION**



**NAME OF THE COMMITTEE:** Education Committee

**PURPOSE:** Development of educational courses and seminars for operators and other water works professionals.

**ORGANIZATIONAL STRUCTURE:**

- Staffed by MWWA Training Coordinator
- Co-Chairs
- Members

**MEETING SCHEDULE:** Monthly Meetings on the 2<sup>nd</sup> Friday of the month. Meetings alternating between virtual and in-person (locations TBD).

**GENERAL TIME COMMITMENT:** 3 hours for the monthly meeting, plus the occasional ½ hour for such things as: review paperwork before meeting, making connections to help facilitate courses. Encouraged to attend Membership Meetings and Annual Planning Session. Co-Chairs can anticipate an additional 15-20 hours per year.

**COMMITTEE TASKS/DELIVERABLES DURING A YEAR:**

- Development of the Committee Work Plan
- Review course evaluations
- Suggest course topics/locations/speakers
- Review policy/regulations/news from the Board of Certification
- Monitoring of prerequisite courses
- Nominate Harold Fletcher Award
- Reports to the Board of Directors

**COMMITTEE MEMBER RESPONSIBILITIES:**

- Attend Committee Meetings
- Brainstorm
- Help with registration at the Summer Expo training session
- Help with courses (outline, network for instructors)
- Work Plan Tasks and Evaluation
- Encourage to participate and exchange ideas with industry professionals
- Nominate an individual for the Harold Fletcher Award
- Review Committee policies as needed

**CHAIR(S) RESPONSIBILITIES:**

- Attend Board of Directors/Committee Chairs meetings and generate the report to provide an update on the Committee's activities (four times per year)
- Facilitate monthly meetings
- Encourage participation from new members
- Foster participatory environment in Committee and at MWWA events
- Liaison between Committee and Board of Directors
- Attend Annual Planning Session

- Prepare Committee's Annual Report

**MINIMUM EXPECTATIONS FOR PARTICIPATION:**

- Must attend a minimum of 4 meetings in a year
- Have to be a MWWA member
- Encouraged to attend Membership Meetings
- Encouraged to attend Annual Planning Session