

4.7.1.1 EDUCATION COMMITTEE JOB DESCRIPTION

Committee Members:

The goal of the Education Committee is to ensure that quality education is available to members of the association.

Term: Committee year is as defined by the Association bylaws (one-year total).

Chair: Appointed by Association President-elect with confirmation of the Board of Directors.

Vice Chair: Appointed by the Association President-elect with confirmation of the Board of Directors.

Meetings: Committee meetings shall be at the call of the Chair, but shall be held at least quarterly.

Attendance Requirements: Any committee member missing two (2) regular or special meetings without excuse acceptable to the Chair or Vice Chair shall be removed from the committee (Ref. 1.1.1.8).

Duties: The purpose of the Education Committee is to:

Provide timely and valuable education offerings to the entire membership, including but not limited to:

New Member Orientation	Post Licensing
Continuing Education	Property Management
Broker Management	Appraisal
Residential & Commercial	Business Broker
Instructor Training	Instructor Development

Specific duties include:

- a. Schedule education offerings in balance with other education statewide
- b. Ensure courses are current
- c. Develop new courses
- d. Oversee the new-member orientation process and course content
- e. Review & evaluate education offerings from other sources
- f. Assure education opportunities keep pace with current technology and market conditions
- g. Recruit, train and develop new instructors
- h. Monitor instructors performance

Approved by Education: 11/08/10

Approved by Bylaws & Policy: 11/23/10

Approved by Board of Directors: 12/02/10