

### Education

The Education Chairman is responsible for providing leadership and management of the Club's Educational Program.

Specifically, the Education Chair:

- Determines training and development interests and needs of the Club.
- Establishes an annual training Program.
- Develops course curricula and outlines
- Coordinates with the Technical Consultant on providing adequate training equipment.
- Develops and maintains course schedules.
- Recruits and trains class leaders and assistants.
- Establishes and coordinates mentoring, as required.
- Co-hosts "Computer Guys" – 2<sup>nd</sup> Thursday of the month.
- Provides help on computer programs.
- Answers questions, written, and from the floor, during Q and A sessions at Club meetings.
- Participates in Board Meetings.