## Chair Descriptions Education Chair

The Education Chair is to promote education opportunities in our community that our members may be interested in. They can be things such as:

- A book club
- Self improvents, stress release speakers, classes, and/or activities
- Volunteer at local schools, libraries
- Volunteer at fundraisers that help with education
- Any project, workshop, or activity that has to do with being educated about something

The Education Chair is to keep a binder of all activities to pass on to the next Education Chair.

The Education Chair is to keep track of volunteer hours, in-kind donation, money donated, and members who attended an education activity and send that information to the Dean of Chairs within a month of the activity.

The Education Chair shall attend all monthly General Meetings, and Board Meetings. If you can not attend one of the meetings report out to the Dean of Chairs

Note: when a chair or co-chair is not actively engaged in her position she will be asked to step down.