

Red Wing Collectors Society, Inc (RWCS)
Job Description – Education Manager
(Current as of 2003)

Position Description of the Education Manger

The Education Manager of the RWCS is a four-year elected tem. The position serves as a member of the Full Board of Directors of the RWCS. The Education Manager is responsible for the planning, organization, and conduction of the educational programs at the Annual Convention and MidWinter GetTogether.

Qualifications

- Knowledge of the RWCS and dedication to its goals and objectives.
- Thorough knowledge and commitment to the By- Laws of the RWCS
- Ability to organize and problem solve.
- Ability to see the overall “big picture”
- Ability to provide leadership to the Board, to set policy and to conduct the business of the Society.
- Willingness to work with the Board in a team environment to set policy and conduct the business of the Society.

Responsibilities

General

- Act as an ambassador of the Society and representative of the Board.
- Provide candid and constructive criticism, advice and comments.
- Be informed about Society and Board matters, prepare well for meetings, and review comment on minutes and reports.
- Annually review Education Job Description for possible changes and report any updates to the Executive Committee by the Fall Executive Committee meeting.
- When applicable, maintain a current, written inventory and valuation of all RWCS education property stored offsite.

Board Affairs

- Assure prompt transfer of all pertinent records, including Board Manual, to the new Education Manager at the end of his/her term or whenever no longer able to serve.
- Participate in regular board self-evaluation.
- Participate in the annual Newsletter evaluation.
- Participate in the annual Executive Director evaluation.
- Communicate regularly with the Executive Director with regard to the status of annual Convention and MidWinter education seminars.
- Submit Education annual budget request to Executive Director no later then August 15th of each year.
- Prepare and submit an annual inventory list of RWCS items stored off site to the Executive Director before December 31st of each year.

- Consistently meet deadlines outlined in Education Manager Procedure Manual.

Meetings

- Prepare and present to Board members any necessary information on scheduled agenda items under consideration.
- Prepare Convention/MidWinter Education Program status report for Full Board meetings.
- Present a verbal Education Manager report at the RWCS Annual Business Meeting at the July Convention.

Convention

- Manage and conduct the annual Convention/MidWinter GetTogether Educational seminars as outlined in the Education Managers Procedure Manual.
- Review and revise Education Manager Procedure Manual annual for possible updates and changes and provide current copies to the Board.
- Attach to Education Manager Procedure Manual samples of all standard forms that are used and update forms as needed.
- Provide annual RWCS Convention Education Information and Data to the RWCS Historian, Newsletter Editor (s), Board Members and Chapter Presidents following the July Convention.

Community

- Annually prepare and submit by June 1 to Executive Director needed information for the Annual Convention Supplement.
- Attend all major Society events, i.e. RWCS Annual Convention, MidWinter GetTogether.
- Attend Chapter meetings when possible.

Special Responsibilities

- Perform other responsibilities

Education Manager Timeline

Post convention-July

- Ask first-time seminar presenters to repeat at the next convention.
- Look for new ideas and new presenters.
- Ask prospective people if they would share their expertise and give a seminar.
- Check old convention supplements for ideas. We have lots of new members who would enjoy "old" presentations.
- There are five time slots and we currently use eight rooms. Plan on about sixteen presenters to fill the forty sessions. Have most do more than one session. Also have identification sessions on dinnerware, art pottery and stoneware.
- There are three time slots and five shared interest rooms.

October

- Attend fall Board meeting. Give Convention education report

November

- Choose main speaker(s) for MidWinter.
- Decide on shared interest topics.

December

- Article about MidWinter to newsletter editor and web master.

January

- Coordinate with Business Manager about MidWinter.
 1. Equipment needed for general session
 2. Rooms for shared interest (three)
 3. Signage for rooms
 4. Number of sweatshirts needed for facilitators.

February

- Attend MidWinter meeting.
 1. Board meeting (Get board approval for professional videotaping of summer educational seminars. Contact taper.)
 2. Find facilitators for shared interest. (it is easier to get facilitators on the spot since you never know who will be attending. Try to involve new people.)
 3. Check equipment for general session.
 4. Introduce speakers.
 5. Put up signage for shared interest.
 6. Help people find rooms. Make sure facilitators are there. Hand out tickets for door prizes. Take a head count so we know how many people attend. Send this number to the Treasurer.

March-April

- Send letters to presenters asking for final confirmation.

1. Enclose postcard for them to fill out and return (See sample). Follow up with email or a phone call if postcards don't come back.
- Brief overview of education for the convention sent to newsletter editor and webmaster for publication.

May

- Finalize shared interest and education day room assignments.
 1. Try to have a stoneware, dinnerware and art pottery seminar available every time slot so people have a choice.
 2. Put more popular topics in larger rooms.
- Send to Business Manager:
 1. Master schedule of room assignments.
 2. Number of shirts for presenters and facilitators.
 3. Signage needed.
 4. Equipment needed for keynote speaker and education seminars.
 5. Handouts if needed.
- Send the schedule to the news letter editor and web master for publication.
- Send to presenters:
 1. A highlighted schedule of the seminars.
 2. A release sheet, allowing us to video their presentation.
 3. Request for their social security number.
 4. Request for a short biography and an overview of their seminar. (These are then sent to be published in the Supplement.)
 5. Send a SASE so they can return the bio and release sheet
- Attend Board meeting.
Give MidWinter education report. Give progress report for July educational sessions.

June

- Send all biographies and overview to the Supplement.

July - Convention week

- Wednesday
 1. Attend the Board meeting. Put speaker ribbons in presenters packets. Find facilitators for shared interest sessions. Give shirts to facilitators and presenters. Put up shared interest room signs. Coordinate with someone to announce all educational activities over the PA system. Put directional signs on easels in the hallways. Meet the custodian. You'll need his help!! Thursday - First time orientation - (handled by you and the Vice President). At the present time there are three sessions. Make sure attendees get a supplement.
 2. Give an overview of things to do and see at the convention and around Red Wing. Show books - available and out of print. Talk about auction and show & sale. Answer questions. Run keynote meeting.
- Make sure equipment is there (slide projector, etc.) Announcements (Review day's schedule.) Introduction of seminar speakers. Introduction of keynote speaker.
- Shared Interest Sessions: Make sure all facilitators are there. Help people find the rooms they are looking for. Count attendees. Take down shared interest signs and put up educational seminar signs outside rooms. Change directional signs in the hallways.
- Friday: Put needed equipment in each room. Give tapers a list of seminars to be taped. Show to rooms. Make sure presenters have what they need. Help attendees find the rooms they want. Make suggestions if they are uncertain. Listen in on all sessions. Count attendees in each session. Make sure each session lets out on time. Gather and return equipment.

July-August

- Send hand written thank you notes to all facilitators, seminar presenters, custodian, etc. Make sure the video taper sends the master and one copy of all tapes to the historian for our member check out library. Send signed video release forms to historian. Send treasurer the number of people attending the keynote session, shared interest seminars and educational seminars. The amount to be paid to each presenter and their social security numbers. This is based on the number of seminars they give.