

Education Committee

A. General Responsibilities:

The Education Committee works to promote continuing education for WMCA. The Committee is responsible for locating and contracting with speakers for the Annual Conference. The Committee provides support to the speakers and communicates with the Conference Planning Committee to ensure speakers have the appropriate equipment and handouts for their classes. In conjunction with the WMCA Education Coordinator, and NCI Director, the Committee coordinates the facility and meals for the Fall Academy, Spring Academy and Athenian Dialogues.

B. General Organization and Tasks:

1. The President of WMCA will appoint a Committee Chair who has general oversight of the committee and will serve as the liaison between the Education Committee and the Executive Committee. The Chair will serve a minimum of two years in the position.
2. The Chair will also serve on the Northwest Clerks Institute (NCI) Education Committee and will be responsible for keeping current on educational issues affecting Municipal Clerks and will work with the Executive Committee to keep the members informed regarding educational issues.
4. The Chair will work closely with the WMCA Education Coordinator on all aspects of education for WMCA.
4. The Chair will attend WMCA Executive Committee meetings and special meetings as requested by the President.
5. The President will appoint as many committee members as necessary to accomplish the tasks of the committee.
6. In addition to the duties described below, the committee shall be responsible for developing and coordinating other training opportunities throughout the year, with the intent of providing appropriate training sessions at a reasonable cost to WMCA members on each side of the State.
7. At the President's request, the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
8. All invoices for this Committee shall be submitted to the Executive Committee Liaison for sign-off prior to being submitted to the WMCA Treasurer for payment.
9. The Committee Chair will be responsible for sending all pertinent educational materials to the Chair of the Historical Committee for insertion into the WMCA educational records and scrapbooks.
10. The Committee will produce and update an annual calendar of educational events, including those sponsored by regional clerk associations. This calendar will be provided to the Executive Committee Liaison for inclusion in the Executive Committee Monthly Reports and the Webmaster to add to the website.

C. Conference Education Program Organization and Tasks:

1. The Committee shall begin finding potential speakers and facilitators for the Annual Conference, beginning no later than May. The Committee may solicit ideas from the Executive Committee, conference evaluation forms, the general membership and the NCI Director regarding what should be emphasized in the education program of the Annual Conference.

2. The Committee Chair and WMCA Education Coordinator shall submit their recommendations for speakers and topics to the Executive Committee for approval of the conference schedule no later than the October meeting.
3. The Committee works with the Conference Planning Committee to ensure that the site and rooms for the Annual Conference meet the needs of the education program.
4. The Committee prepares information for the preliminary schedule of education sessions and the Spring IIMC Certification Academy for the "Call to Conference" and submits it to the President by December 1st.
5. The Committee Chair has the authority to sign contracts for speakers, facilitators, etc. for the education program of the Annual Conference. The Chair is responsible for sending copies of the contracts to the Treasurer.
6. The Committee is responsible for preparing and distributing the evaluation(s) for the annual conference. The Committee has two options:
 - a. Prepare an evaluation with questions about each educational session and work with the Conference Planning Committee to determine general conference questions that should be included in the evaluation; or
 - b. Prepare an evaluation with questions about each educational session or individual evaluation forms for each educational session, if the Conference Planning Committee decides to conduct an online survey after the conference.
7. The Committee must stay within the budget set by the President and approved by the general membership at the previous Annual Conference.
8. The Committee is responsible for purchasing gifts for unpaid speakers, approximately \$25.00 per gift or in accordance with the budget.
9. The Committee is responsible for copying and distributing all educational materials provided by any speakers to the conference attendees.

D. IIMC Certification Academies, Athenian Dialogues and Other Training Sessions Organization and Tasks:

To arrange and organize the logistics (meeting room, food, etc) for the Spring and Fall IIMC Certification Academies (academy), Athenian Dialogues, and any other stand-alone educational/training sessions within the limits of the approved budget, the Committee shall follow the following guidelines

1. The WMCA Education Coordinator and NCI Director will keep the Committee Chair informed of the speaker and course content (ultimately, the NCI Director is responsible for choosing and securing the speaker no later than six (6) months prior to the date of the academy).
2. For the Spring academy (and possibly an Athenian Dialogue), in conjunction with the Annual Conference, the Committee Chair works closely with the Conference Planning Committee to coordinate meeting space and meals at the Annual Conference location.