

Education Coordinator

Education Coordinator:

1. Serve as liaison between the WMCA Executive Committee, the Education Committee, and the Northwest Clerks Institute Director to review and coordinate educational programs in accordance with IIMC's Education Guidelines.
2. Work closely with the NCI Director to determine speaker and course content for the Spring and Fall Academy sessions. See the WMCA Academy Session Checklist for detailed instructions for Academy Sessions.
3. Work closely with the Executive Committee to determine when an Athenian Dialogue will be held and follow IIMC's Athenian Leadership Society Dialogue Policy. See the WMCA Athenian Dialogue Checklist for detailed instructions for Athenian Dialogues.
4. Work closely with the Chair(s) of the Education Committee on all aspects of WMCA education.
5. Serve as a member of the Northwest Clerks Institute (NCI) Committee as outlined in the NCI Education Committee description and attend all teleconference meetings.
6. Keep current on educational issues/changes from IIMC and work with the WMCA Executive Committee to distribute information to the membership.
7. Congratulate WMCA members when he/she receives the CMC or MMC certification (IIMC should be informed to send certification notifications to the Education Coordinator) and post a congratulatory message on WMCA's Facebook page, tagging the member when possible.
8. Provide quarterly reports to the WMCA Executive Committee at their meetings regarding Academy Sessions, Athenian Dialogues, NCI Education Committee updates, and IIMC education or certification changes.
9. Attend the annual IIMC Conference in May, including the Education Colloquium held in advance of the conference, on behalf of WMCA. Expenses are paid for by WMCA.
10. Attend WMCA Executive Committee meetings and special meetings as requested by the President.
11. Perform such other duties and responsibilities as the President may prescribe.

Appointment:

1. The President will recommend a candidate to appoint as Education Coordinator to the WMCA Executive Committee for approval.
2. The Education Coordinator candidate must have served a minimum of three years on the WMCA Executive Committee or two years as Education Committee chair.

3. The Education Coordinator's term shall be three years and he/she may serve for two consecutive terms.

WMCA ACADEMY SESSION CHECKLIST:

SIX MONTHS IN ADVANCE

- Determine location
- Determine topic/course
- Work with Institute Director (“ID”) to find speaker
- Get approval from ID for course and speaker
- Finalize contract with speaker

INFO NEEDED FROM SPEAKER:

- Fee
- Expenses
- Travel Expenses
- Contract
- Supplies
- Room setup
- Handouts: who will prepare?

THREE MONTHS IN ADVANCE

- Advertise academy in WMCA Newsletter, email blast and on WMCA website
 - Fall Academy: July, August & September newsletter
 - Spring Academy: December, January, February newsletter
 - Include information about available WMCA scholarships
 - Include information about WCIA/CIAW/AWC RMSA reimbursement/scholarship information
- Prepare the following:
 - Evaluations
 - KTAP
 - Certificates (use approved template to create individual certificates for each attendee and send all to ID)
 - Agendas (if needed)
- Work with Education Committee Chair to
 - find appropriate room in desired location
 - arrange for meal(s) for attendees
- Find hotel to contract with for reduced rate (per diem) for attendees

WEEK BEFORE ACADEMY:

- Notify Membership Chair of any new members attending Academy
- Send email to attendees containing:
 - Location & address
 - Start time
 - End time
 - KTAP basics
 - CMC or MMC points
 - Attire
 - Traffic/travel issues (passes, construction, etc)

BRING TO ACADEMY

- Morning sign-in sheet
- Afternoon sign-in sheet
- Roster
- Nametags
- Handouts (if speaker is not bringing)
- Speaker Bio
- Agendas (if needed)
- Evaluations
- KTAP
- Thank you note for speaker
- \$25 gift card (if no speaker fee is paid)

AFTER ACADEMY

- Determine attendees who attended BOTH morning and afternoon session (only they are eligible for points) and send list to ID
- Send email to eligible attendees:
 - KTAP and instructions to email to ID within two weeks
 - WCIA/CIAW/AWC RMSA reimbursement/scholarship information
- Send email to new members re IIMC certification/membership information
- Send email to non-members re WMCA membership and IIMC certification/membership information
- Compile evaluations and send to
 - ID and Education Committee Chair(s)
 - Speaker
- Fill out history of Academy expenses/revenue spreadsheet
 - Get amount paid by each attendees from Treasurer
 - Registered
 - Attended
 - No-shows
 - Speaker fee
 - Speaker expenses
 - Room rental fee
 - Food expenses
 - ID travel expenses
- Prepare academy information for report to EC:
 - Attendees
 - Basic evaluation results
 - Attach evaluation summary
 - Costs (example)

Revenue/Registrations	\$9,625 (57x\$125, 5x\$150, and 1x\$200, 5 no-shows)
Expenditures	\$4,975 est. (speaker fee, meals, room rental, etc)
Net Income	\$4,650 est.

WMCA ATHENIAN DIALOGUE CHECKLIST:

SIX MONTHS IN ADVANCE

- Determine location
- Determine date
- Determine book
 - Ask current President if they would like to choose, if not make a recommendation
 - If book is not on the IIMC-approved list, seek pre-approval from IIMC
- Determine facilitator (if facilitator is not IIMC-approved, seek pre-approval from IIMC)
- Finalize contract with facilitator

INFO NEEDED FROM FACILITATOR:

- Fee
- Expenses
- Travel Expenses
- Contract
- Supplies
- Room setup
- Handouts: who will prepare?

THREE MONTHS IN ADVANCE:

- Advertise Athenian in WMCA Newsletter, email blast and on WMCA website
 - July, August, September, & October newsletter (if held in the fall)
 - December, January, & February newsletter (if held in the spring)
- Information to Include in advertising:
 - Book title and facilitator
 - Date
 - Location
 - Each participant must purchase his/her own book
 - information about available WMCA scholarships
- Prepare the following:
 - Evaluations
 - Agendas (if needed)
- Find appropriate room in desired location
- Arrange for meal(s) for attendees
- Find hotel to contract with for reduced rate (per diem) for attendees sleeping rooms

WEEK BEFORE ATHENIAN:

- Check with facilitator regarding who will prepare and bring/distribute:
 - Assessment
 - Certificates
- Notify Membership Chair of any new members attending Athenian
- Send email to attendees containing:
 - Location & address
 - Start time
 - End time
 - Assessment information

- CMC or MMC points
- Attire
- Traffic/travel issues (passes, construction, etc)

BRING TO ATHENIAN

- Morning sign-in sheet
- Afternoon sign-in sheet
- Roster
- Nametags
- Handouts (if facilitator is not bringing)
- Speaker Bio
- Evaluations
- Assessment (if facilitator is not bringing)
- Thank you note for facilitator
- \$25 gift card (if no facilitator fee is paid)

AFTER ATHENIAN

- Determine attendees who attended BOTH morning and afternoon session (only they are eligible for points) and send list to facilitator
- Send email to eligible attendees regarding assessment instructions and facilitator contact information
- Send email to new members re IIMC certification/membership information
- Send email to non-members re WMCA membership and IIMC certification/membership information
- Compile evaluations and send facilitator
- Fill out history of Athenian expenses/revenue spreadsheet
 - Get amount paid by each attendees from Treasurer
 - Registered
 - Attended
 - No-shows
 - Facilitator fee
 - Facilitator expenses
 - Room rental fee
 - Food expenses
- Prepare Athenian information for report to EC:
 - Attendee numbers
 - Basic evaluation results
 - Attach evaluation summary
 - Costs (example)

Revenue/Registrations	\$9,625 (57x\$125, 5x\$150, and 1x\$200, 5 no-shows)
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Updated: March 7, 2018