

DUTIES OF THE OFFICE OF EDUCATIONAL DIRECTOR

Review Successor Files

Compile questions for President or previous officer

Begin your Successor File and Travel Log. (Starts with mileage leaving State Convention) Travel log is not required as mileage is not usually reimbursed. Can keep your information and possibly philanthropic information.

REPORTS

Attend State Board meetings. Follow President's direction on reports. May need to prepare several copies, may only have to put the report in the Drop Box and take a copy with you to the meeting. You will need a copy for your successor file, your personal file (if you make one) and a copy for submission for the Maie Wells Award, if you desire to submit that to IC. The recording secretary may request you send your report to her via email or the drop box before the meetings. You will do this for all Area Conferences and Convention as directed by the President.

LEADERSHIP

Prepare and present an Educational Director's Workshop, if requested to do so by the President. Prepare a workshop booklet for each chapter, whether you do a workshop or not for the Chapter packets. Also prepare one for each officer, if directed by the President. The Chapter Educational Director's packet should contain a letter of congratulations with an outline of deadlines and your theme, goals for the year and award requirements. It should also contain your educational report form and information on award possibilities, Gold Link, Top 10 IC Educational Directors, President's award and Distinguished Athenian. Encourage them to type the report form and suggest that they make and retain a copy for themselves in case one is lost. The deadline for reports is the last day of each month, except for the early deadline of May 15 to lessen the confusion and meet the IC deadline of June 1 or one week after state convention for the submission of selected chapter or chapters reports binders to IC for consideration as one of ESA's top 10 educational programs. If there would be no packet required, an email to all chapters is acceptable.

FORMS FOR CHAPTER EDUCATIONAL DIRECTORS

Have all of your forms updated to be placed on the website in a pdf or Word format. The webmaster can advise you of the type of format they need. You may update last year's form unless the President or IC requires a change in the form.

CHAPTER REPORTS

Chapters may email or mail their reports. It is best to respond to a chapter that a report has been received. You may wish to create a chart of received reports. Remember to take the number of received reports to meetings.

LAMP AND STATE PRESIDENT'S NEWSLETTER

Make up to 4 copies of Lamp articles (Lamp Editor unless you email, successor file, Maie Wells files, if you desire, personal file if you choose to have a file to keep). Lamp articles are due by the 1st of August, November, February and April. It is fun to feature a chapter educational director and their topics, but it is not required. The President will advise when articles are needed for the newsletters. Keep a copy of any information you send to her to add to her letter.

STATE OFFICERS GIFTS

The President will advise if they wish to exchange board gifts at meetings and or secret sister gifts. The Board also buys the President a gift to be given at Convention. The 1st VP is in charge of this and will let you know the amount needed.

AWARDS

The two state awards given are the Gold Link Award and the Distinguished Athenian. The Gold Link Award is to be given to each chapter reporting programs on time. It was decided this year that because these requirements are not in the bylaws it is up to the current Educational Director to decide how many reports must be submitted to qualify for this award. If you wish to recognize those reporting less than the required amount of programs, there are certificates available from the President. You should let her know the number if certificates needed before the February board meeting and she will have them signed and ready.

Distinguished Athenian Award is also known as the Katherine Cole Award. It was also decided that the current educational director would decide whether to require a presidential nomination for this award. If that is the requirement, send or email notice to the chapter presidents requesting nominations in April and include this in your spring conference report

and in the May Lamp article. This should allow sufficient time for Chapter President's preparation of comments (President's and Chapter's) regarding the Educational Director's contributions. The President's comments could be helpful in submitted the winning entry to IC for the Gold Seal Merit Award. If your own chapter's educational Director is among the finalist, it is advisable, but not required, to have additional reviewers form non-competing chapters in the final selection of Distinguished Athenian. Contact the Awards Chairman of the selection of the Distinguished Athenian to aid in the preparation of the list of award winners to be published after the Awards Luncheon at state convention.

The President will decide if Educational reporting is a requirement for the President's Award. Send an email list of chapters sending reports to her as soon as you have this information for the Award.

The IC awards are the Maie L. Wells and the Gold Seal Merit award. The forms and explanation of these and the Distinguished Athenian are included in the successor files. Keep records in your successor files of your award winners.

The Gold Link Award forms and the Distinguished Athenian form is available on the IC website.

STATE CONVENTION

Attend the Friday Board meeting. Have all your files in order and ready to turn over to the new ISC Educational Director as advised by the President. The President will decide when awards will be given during the convention. It may not always be the same each year. Have report ready for the board meeting and for the 1st General Assembly. Don't hesitate to ask questions. The successor files and Procedure Manual can be helpful, but may not answer all your questions. This can be a very rewarding, interesting and informative office.

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