



JOB DESCRIPTION

BCHI EDUCATION CHAIR

The Education Chair, or if the BOD (Board of Directors) so chooses, Co-Chairs, serve at the pleasure of the BOD and Chairman. The choice of an Education Chairman by the BOD Chair must be ratified by a simple majority of the BOD since this is a permanent position.

The Education Chair (hereafter referred as EC) is primarily responsible for the **coordination** of the state-wide BCH education effort, both public and in-house. The EC is responsible for ensuring that the education materials available through bchi.org are current and relevant.

The EC is responsible for making every effort to ensure that chapter education chairs are familiar with and current with all relevant educational material maintained and offered by BCHA and its' member states. The EC will accomplish this by establishing & maintaining communications with all chapter EC and by presenting, or having someone else present, one educational item (either new, used by another state or presently in the BCHI Education Manual) to members at each BOD meeting & at the Annual Meeting.

The EC is responsible for preparing recurring reports to the Chairman and BOD at the annual membership BOD/Annual meeting. The EC is also responsible for preparing interim reports to the Chairman and BOD at each BOD meeting throughout the year.

The EC will submit a budget proposal for projected needs and projects for the upcoming fiscal year to the Chairman at least 30 days prior to the annual meeting.