

Education Programs Coordinator

The Education Programs Coordinator is appointed by the Guild President to serve as liaison between the Heard Museum (HM) Guild Board of Directors and the Educational Programs committee chair(s). The Education Programs Coordinator also serves as liaison to the HM Education Department.

Tasks

- Appoints Chairperson(s) with input from the President, of the following Education Programs Committees:
 - Guild Monthly Meetings Speakers
 - Guild Presents Programs
 - Guild Short Courses
 - Guild Explores
 - Guild Travels
 - Guild Special Training Classes required by the Heard Museum or Guild Board
- Convenes meetings with all chairpersons for dialogue and communication regarding planned programs and speakers.
- Instructs Chairpersons regarding procedures, payments, selection, scheduling, outreach, and publicity for speakers.
- Requests monthly progress reports from Chairpersons which are shared with the HM Guild Board.
- Participates in scheduled Education Programs.
- Meets with the HM Education Director and relevant HM staff to coordinate programming.
- Submits an annual report from all Programs Chairpersons, summarizing the year's events.

Revised June 18, 2024