



## Rogue Valley Genealogical Society

3405 S Pacific Hwy, Medford, OR 97501 ☎ 541-512-2340  
reception@rvgslibrary.org ☎ www.rvgslibrary.org

### Education Director Position Description

The Education Director is appointed by the President with the approval of the Board and is a voting member of the Board of Directors. The position shall be for one year. Re-appointments and confirmations for additional one year terms have no limit (Article V, Sections 5 & 8 RVGS Bylaws).

#### Responsibilities:

1. Organize and support genealogy educational classes, programs, special interest groups, seminars, and activities.
2. Recruit and schedule instructors for classes year-round; obtain dates, class descriptions, and instructor biographies.
3. Communicate educational opportunities to the RVGS membership via the monthly eNews, Board of Directors, and Webmaster by maintaining an education calendar and completing the Event Scheduler on the RVGS website.
4. Distribute any additional information on a monthly basis to meet publication deadlines and notify other committees and reception.
5. Attend and report activities at Board Meetings and Member Meetings.
6. Be prepared to introduce the speaker for the programs at the Member Meeting and schedule Hosts and Co-hosts to facilitate in person presentations and virtual presentations.
7. Submit an annual report of education activities to the Board (December).
8. Serve as chairperson for Education Committee meetings. Ensure that agendas and minutes are issued for each meeting.
9. Work with the Webmaster to maintain the Education Committee webpage on the Society website.