

## **Prerequisites**

The Education Chair:

- Be a member of AAC in good standing
- Maintain a commitment to the AAC Mission and Goals
- Professional, Leadership and/or Management Experience
- Has a commitment to the mission of AAC
- Has a broad understanding of adoption issues as they relate to each position in the triad
- Has experience working in and an understanding of principles related to adult education.
- Is able to organize events and people, work well with others, and understand coalition building. Project management experience is helpful.
- Ability to maintain confidentiality
- Willing to sign off on the American Adoption Congress Code of Ethics, Corrective Action Policy, Conflict of Interest Policy and all other documents within the Board Member Policies and Procedures Handbook
- Make every effort to attend the annual AAC International Conference

## **Term of Service**

The Education Chair is appointed by the President, approved by the Board, and serves at the pleasure of the President and in keeping with the AAC By-Laws. The Educational Chair term of service is 3 years.

## **Responsibilities**

The Education Chair:

- Develops and oversees the completion of project(s) designed to educate the public about adoption and related subjects.
- Develops and oversees the completion of project(s) designed to educate AAC members about adoption and related subjects
- Provide opportunities for AAC members to become involved with education projects (example webinars, book reviewer...)
- Chairs the education committee and reports on its activities monthly to the Board of Directors
- Inform and obtains approval from AAC Board of Directors on projects to be undertaken by the education committee
- Completes other duties as assigned by the President

## **Procedures**

The Education Chair:

- Will participate in the monthly phone calls of the Board of Directors
- Recruit AAC members to participate in the education committee and maintain regular communication with them
- Shall be fiscally responsible and spend no money that prior approval is not obtained in advance by the AAC Board of Directors