



American Adoption Congress
Education Director
Job Description
Approved By Board 12-5-2015

Prerequisites

The Educational Chair:

- Must be an AAC member in good standing
- 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.

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
- Should 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 of 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
- Shall attend the annual meeting of the Board of Directors
- Is required to vote 95% of the motions put forward by the Board of Directors



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- 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