

MADHVS/ Education Chair

Shall assist the president in coordinating the activities of the association.

Shall appoint no less than four (4) and no more than nine (9) additional members to the Education Committee and shall serve as Chair.

Shall prepare, annually by October 1, a calendar of educational programs for the year based on decisions of the committee and shall send a copy of the planned programs, with dates, places and speakers when possible, to the Board of Directors for endorsement.

After endorsement by the Board of Directors, the Chair will send a copy of the year's program dates to the Membership Chair and the general membership for all regularly scheduled meetings at the first fall meeting or as soon as possible thereafter.

Shall send meeting notices to the general membership one month in advance for each of the four regularly scheduled meetings.

Shall introduce the speakers at all regular meetings and send thank you letters to the speakers subsequently.

Shall perform other duties as requested by the President.

Shall submit a written report to the President at the annual meeting.

Shall submit a set of records to the successor at the annual meeting and be available to orient successor.

Revised 6-11