

Development Chair Job Description

October

- Review evaluations.
- Prepare a report on activities as Development Chair for the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Manage Athenian Dialogue, if offered:
 - Arrange for facilitator and provide facilitator with contract
 - Seek approval from IIMC for all Athenian Dialogue
- Present any changes or recommendations to the Board for approval.

January

- Receive guidelines from the NEMCI&A Executive Board on what is to be included in the handbook that will be posted to the website.

February

- Present to the Board other information which will be included in the handbook that will be posted to the website.

May/June

- Notify Logistics Chair of any special requests for chairs, tables or other University equipment for use by the Development Chair during the week.

Week of NEMCI&A

- Bring extra copies of medical forms, sexual harassment forms (bring extra blank envelopes) and press release forms.
- Set up boxes for press releases, sexual harassment and medical forms.
- Set up display board or photo album.
- Photograph attendees and various NEMCI&A events.

End of Institute until August 15

- Provide attendance sign in sheet plus the registration applications to the Athenian Dialogue to IIMC. The Athenian facilitator provides IIMC notice that their learning assessment has been completed.

Throughout the Year

- Develop and execute fund raising to supplement NEMCI&A budget.
- Promote NEMCI&A at state and regional conferences where possible.

- Work on promotional ideas and reminders to be sent to NEACTC newsletter and state membership group email lists.

Handbook Contents

1. Letter of welcome
2. Directions to host school
3. Local accommodations and restaurants
4. Phone instructions for family
5. Campus map
6. Picture display request
7. Photo release
8. Press release
9. Hints for pre-work
10. Invitation - class party
11. Class schedule
12. Sexual harassment policy
13. Health form

Adopted by the NEMCI&A Board on: April 10, 2015

Reviewed and Adopted by the NEMCI&A Board on: August 5, 2015

Amendments approved by NEMCI&A Board: October 13, 2018