

Education

The education executive member is elected at an Annual General Meeting for a two year term.

The duties of the education executive member include functioning as a member of the executive and assuming the following specific tasks.

1. Solicits input from members and the executive for ideas on education topics and speakers. Recommendations for yearly plan and budget requirements are presented to the executive for discussion and approval.
2. Coordinates, in collaboration with the executive, the planning and organization of the Annual General Meeting & Education Day (See attached document).
3. Organizes educational component of general meetings:
 - arranges for speakers, AV needs, etc.
 - provides publicity and newsletter chairs with information prior to each meeting.
 - sends thank you notes to speakers.
4. Provides summary of educational sessions to the newsletter. Submits relevant features/ information to the newsletter.
5. Provides information on scholarships and bursaries (eg. MGNA, CGNA etc.) to members and provides assistance to members as required.
6. Provides reports at general meetings and annual meetings. Provides copy to secretary.
7. Submits expense forms to treasurer for reimbursement.
8. Other duties as assigned by president.