

## **Village Card Club, Inc.**

### **Job Description – Director of Education**

- A. Total responsibility for the Education Program, including, but not limited to:
  - 1. Organize and coordinate the Education Program for new students and current VCC members.
  - 2. Encourage new students to join the VCC and the ACBL.
  - 3. Create an annual schedule, in quarterly increments, for the class and workshop topics.
  - 4. Organize and direct publicity for classes and workshops in conjunction with the Publicity Director.
  - 5. The Bylaws provide that the Board of Directors will not involve itself in the day-to-day operation of the Education Program. While the board may offer suggestions or methods for improvement, it will not countermand the Director's actions or seek to dictate education policy or strategy.
  - 6. The board will complement the Director's efforts with support from the Treasurer, the Purchasing Agent, the Publicity Director, the Membership Director, and the Player Development Director specifically, and all other board members generally.
  
- B. Responsibilities to the faculty:
  - 1. Employ VCC members as teachers.
  - 2. Maintain an active roster of faculty staff.
  - 3. Insure teacher acknowledgement of the Standing Rules regarding the Education Program.
  - 4. Assign teachers to classes and workshops.
  - 5. Recruit and train new teachers and encourage ACBL accreditation.
  - 6. Evaluate teacher performance and when appropriate, provide remedial training for a teacher.
  
- C. Education Committee:
  - 1. Appoint an Education Committee consisting of four to six VCC members. At least one VCC member will have fewer than 300 masterpoints. The Director of Player Development shall be a permanent committee member and the Publicity Director may be a committee member.
  - 2. Chair committee meetings as needed but no less than quarterly.
  - 3. Committee responsibilities include but are not limited to:
    - a. Develop and implement the education curriculum
    - b. Develop both short and long-term educational goals

- c. Devise an operational strategy to continuously critique and improve the Education Program
  - d. The Director will insure continuity of the Education Program:
    - 1) Develop a future Director from the Committee
    - 2) Remain on the Committee for a minimum of six months after a new Director is appointed
    - 3) Insure that at least one quarterly schedule is intact for the benefit of the Committee and a newly appointed Director
  - e. Make recommendations to the Board of Directors regarding compensation for the Director and the faculty
  - f. Make recommendations to the board regarding the purchase of educational equipment to enhance the Education Program
  - g. Make recommendations to the Board regarding the fees for classes and workshops
- D. Accountability:
- 1. Work with the Board to develop and implement guidelines and policies for the Education program in the form of Standing Rules.
  - 2. Submit monthly reports, either written or oral, to the board. The Player Development Director may serve as the liaison to the board.
  - 3. Answer inquiries, within thirty days, made by the President on behalf of the board, regarding the Director's actions or programs.
  - 4. The Director may be dismissed for cause by a simple majority of the board. The President may suspend a Director without board approval for a maximum period of thirty days prior to the board's adjudication of the status of the Director.

Revised: February 11, 2011