

## **A. THE D20 ORGANIZATION: POSITIONS AND RESPONSIBILITIES**

### **A. (9) The Education Liaison**

To see the incumbent visit <http://www.acbld20.org/board/Districtofficials.html>

### **Responsibilities of the Education Liaison Responsibilities:**

1. Administer the Education Expense Reimbursement Program
  - a. Promote the Program to teachers twice a year via email and/or the trumpet
  - b. Process the paperwork for Program submissions as needed
  - c. Update the guidelines and submission form as needed
2. Communicate with teachers about ACBL resources – materials and financial – at least once a year via email and/or the trumpet
3. Coordinate the Education Festival at the Oregon Coast Regional
  - a. At least every other year, arrange for a teacher training program and provide logistical support.
    - a.i. Usually held on Monday before the tournament with a demonstration class on Tuesday morning.
    - a.ii. In the past, Karole Monroe has taught this.
    - a.iii. The District subsidizes \$50 of the fee for District members taking the course.
  - b. At least every other year, arrange for a Club Director course and provide logistical support.
    - b.i. Usually held Wed., Thurs, and Fri. am
    - b.ii. In the past Guy Monroe has taught this.
  - c. Coordinate other activities (this is optional) such as
    - c.i. Seminar by a well-known player/teacher/speaker
      - c.i.1. For example, Jerry Helms and Barbara Seagram
    - c.ii. Learn Bridge in a Day
    - c.iii. Be creative
4. Plan and host teacher appreciation events at District Regional Tournaments

- a. Breakfasts or receptions
- 5. Arrange for speakers for the mini-lesson sessions at District RegionalTournaments
  - a. Coordinate with the I/N Coordinator
  - b. Be sure there will be handouts available for attendees and that the handouts are posted on the webpage after the tournament.
- 6. Keep the Education material on the District Website up to date
  - a. Coordinate with the webmaster and/or
  - b. Make postings and materials off yourself.
- 7. Prepare a budget for Education activities
- 8. Be proactive. Do not feel restricted by the above list; just clear new activities with the Board.

Approved: June 24, 2013