

San Antonio Conservation Society Job Description

TEACHER EDUCATION SEMINARS

The Teacher Education Seminars Committee coordinates an Heritage Education Tour Teacher Workshop in the Fall and an annual seminar/ workshop in February for teachers with presentations by knowledgeable speakers. The February seminar may include a bus tour to area historic sites, and should consider local and state testing dates.

DUTIES OF THE CHAIRMAN

1. Appoint members to committee and present to president for approval. Assign committee duties to members.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate committee activities.
4. Include two Active (not on Board of Directors) and two Associate Members on the committee.

NOVEMBER ACTIVITIES

5. Coordinate with Heritage Education Tour Chairmen to schedule a training day for teachers whose classes are participating in the tours.
6. Communicate and confirm training course with Teachers/ Training is mandatory for at least one teacher from each school.
7. Schedule speaker/ trainer

FEBRUARY ACTIVITIES

8. Choose and confirm a date, time, and location for the Teacher Education Seminar.
9. Select a “theme” and/or topics in consultation with the Teacher Education Seminar Committee, the Executive Director, and the President.
10. Select and invite speakers.
11. Coordinate audio-visual needs, handouts, refreshments and bus reservation (if required) with Staff Liaison.
12. Coordinate invitations to teachers—preparation, mail out, responses.
13. Charge a nominal fee for the seminar that will at least cover lunches.
14. Complete an annual report before the June general membership meeting.