

Priority Points for Education Coordinator

At the meeting:

1. Arrive no later than 6:45
2. Review 5 minute segment
3. Conduct New Member Orientation (unless this is assigned to Chapter Mentor)

Outside the meeting:

1. Communicate with Leadership Team, especially President to decide on education topics
2. Delegate education segment if desired.
3. Check with MC regarding status of new member induction so you're prepared to spend extra time after the meeting for the New Member Orientation (unless this is assigned to Chapter Mentor).