

Job Description

Education Director

ROLE AND RESPONSIBILITIES

- o Organize and plan education events to support cycling awareness, TBN initiatives, the development of TBN members' cycling skills, and building a stronger TBN cycling community.
- o Arrange for resource people and other resources as needed for education events.
- o Actively participate in board meetings, correspondence and activities.
- o Plan and manage the education budget in consultation with the Board.
- o Create event pages and registration forms on TBN website.
- o Ensures events are communicated on TBN Home page and in Chain of Events.
- o For each event, arrange that contract and payment requirements are met.
- o Book venues for in-person events as needed
- o Attend monthly Board meetings

PREFERRED SKILLS

- o Event planning, organization and budget management skills.
- o Experience with adult education related to cycling
- o Strong interpersonal, writing and speaking skills.
- o Ability to learn how to create web pages on Wild Apricot.

Last Updated By:	Governance Committee	Date:	2021-08-18
Reviewed By:	Board of Directors	Date:	2021-09-23
Approved By:	Board of Directors	Date:	2021-09-23