

The Director at Large for Education shall perform the following duties and others assigned by the BDC President:

1. Recommend to the BDC board an annual schedule of classes and workshops.
2. Coordinate instructor assignments and evaluations for classes, workshops, and weekly parties.
3. Meet with instructors to help resolve any scheduling or programmatic concerns.
4. Verify instructors' liability coverage.
5. Survey membership periodically to determine programmatic preferences.
6. Attend or schedule a representative at all workshops.
7. Promote programmatic offerings of the BDC utilizing free media or board-approved advertising.
8. Provide monthly updates on educational offerings to BDC newsletter Editor/Webmaster.
9. Review and make recommendations on issues related to education to the BDC.
10. Serve as educational **content** liaison for board member(s) responsible for assigning DJs, organizing Studio Nights, and for weekly party instructors.
11. Assist in Board orientation for New Board members and Board liaisons as needed.
12. Assist other Board members in planning and implementation of National Ballroom Dance Week.