**Education Committee Convenor**

This is a revised position, commencing 1 October 2018 or as soon thereafter as possible.

Up to 4 hours per week, paid at the current Braziers hourly rate (£9.50)  
Initially a three-month appointment with the possibility to extend.

**Background**

The Committee of Management delegates to an executive **Education Committee**  the responsibility to ensure that all its members work together effectively to organise educational courses and events in line with policies and strategies approved by CoM. All the Education Committee members will be encouraged to participate in the evolution of Braziers’ on-going education strategy.

The Education Committee is open to those working on the planning and delivery of educational activities at Braziers

The Education Committee Convenor may convene sensory meetings with an open invitation to consider any issues relating to Braziers’ Education.

**The Education Committee Convenor Job Description**

This position is as much about people as it is about events and courses.

The Education Committee Convenor will:

* hold regular meetings of the Education Committee, currently every two weeks;
* ensure that agendas, reports and minutes are compiled and circulated in a timely manner;
* collate records of educational work carried out and present regular reports to CoM and the AGM including any proposals for changes
* hold the budget and set rates with CoM & the Treasurer and support Course Organisers in keeping within agreed budgets;
* create and support systems to ensure that all members of the Education Team deliver their responsibilities, and specifically to ensure that the essential processes for individual courses and eventsall happen in a timely fashion

The Convenor of the Education Committee will become a member of Sub Ex, if they are not so already.