



# Oregon Association of Municipal Recordors

## EDUCATION COMMITTEE

**PURPOSE:** The purpose of the Education Committee is to encourage and support the OAMR membership by providing educational opportunities.

### **CHAIR RESPONSIBILITIES**

The OAMR President before the conclusion of the annual OAMR Conference shall appoint the chair. It shall be the chair's responsibility to call meetings, set agendas, and preside over committee meetings, forward committee recommendations, suggestions, and results to the OAMR Board for review, revision, and approval. The chair will be responsible for obtaining adequate information for IIMC approval of Academy sessions. The chair will serve as a member of the Northwest Clerk's Institute Committee.

### **COMMITTEE RESPONSIBILITIES**

It is the responsibility of the committee to recommend educational sessions for the annual conference, Academy sessions, and On-the-Road Workshops, and to provide information on other educational resources for OAMR members.

#### **A. OAMR Annual Conference.**

1. The committee will contact and schedule annual conference presenters based on direction of the OAMR Board.
2. The committee will obtain conveners for OAMR Conference sessions, including confirming the conveners attendance, preparing speaker folders, and ascertaining that each convener has the appropriate speaker folder containing speaker biographies, speaker certificates, and speaker gifts (if any).
3. The committee will ascertain whether the speakers will be having a meal during the conference.
4. The committee will determine the audiovisual needs for each educational session.

#### **B. Academy Sessions.**

1. The committee will forward contracts for the Academy session presenters to the Board for approval.
2. The committee will prepare participant certificates and evaluation forms for the Academy sessions.

3. The committee will compile the information from the evaluation forms and submit it, along with the attendance roster, to IIMC.
4. The committee will prepare a newsletter article and registration materials for each of the Academy sessions. These will also be posted on the OAMR website.
5. The committee will share the Academy information and registration materials with other state associations in the IIMC Region IX, for posting on the websites of those groups.

C. **On-The-Road Workshops.**

1. The committee will work with Region Directors to schedule “on-the-road” workshops in various regions throughout the state.
2. The committee will independently schedule workshops on various topics.
3. A committee member will attend each of these sessions to ensure that the session is of high standards, attendance is taken, evaluations are completed, and that certificates are available for participants.

D. **Education for Local Government Officials.**

1. At the request of the Chair of the Professional Growth and Development Committee, the committee will develop programming for the following groups:
  - a. Oregon City/County Manager’s Association.
  - b. Oregon Municipal Finance Officer’s Association.
  - c. League of Oregon Cities.
  - d. Oregon Mayor’s Association
  - e. Other individual cities or groups as may be determined.