League of NH Craftsmen
EDUCATION COMMITTEE CHARTER

Purpose / Mission
The mission of the Education Committee is to advance the awareness, education and understanding of craft to enrich the greater community. Art education is essential to the development of creativity in our community and economy.

Authority
The Education Committee's Relationship with the Board of Directors

The Education Committee is one of X standing committees established through League Bylaws and shall not have the power or authority to act for the full Board of Directors. Meetings and actions of the Committee are governed by the Bylaws.

Committee Staff Liaison
Strategic Initiatives and Outreach Coordinator

Committee Membership
Section X.X of the League Bylaws covers qualifications, eligibility, ineligibility for membership of committees. Changes in eligibility status should be shared with those being considered for Committee appointment. Committee and subcommittee membership is restricted to Board members and membership supporters but as needed, external expert ad-hoc individuals may be invited to Committee meetings or workgroups by the Chair of the Committee to assist with its work. Ad-hoc members are advisory only and are not considered voting Committee members.

Committee Structure
1. The Committee Chair and the membership of the Committee are appointed by the Board of Trustees chair jointly with the Executive Director.
2. The Committee Chair reports to the Board Chair and the Executive Director.
3. Members of the Committee should consult with the Committee Chair and the designated staff liaison /Executive Director.

Committee Size
The size of the Committee should be proportional to the size of the Board of Trustees. A small group of five members is recommended. In the event of a special project, a sub-committee shall be appointed to carry out the Committee's work. Sub-committee/ advisory committee membership shall be determined by the Committee Chair, in consultation with the Executive Director, Board Chair, and shall be endorsed by the Board.

Committee Meetings

The Committee shall meet at least three times each year. Additional meetings shall be held as needed to fulfill committee responsibilities as needed. Committee meetings are convened by the Committee Chair in conjunction with the staff liaison. The Executive Director and Board Chair should be informed and invited to all meetings. The attendance of the Executive Director and /or Board Chair is at their discretion.

Meeting Minutes

Each meeting is required to have minutes that are created and re-shared with the entire group and that are kept on record with the League Board governing materials. The Committee minutes will include an attendance record, a copy of the agenda and a full summary of Committee discussions with documented recommendations and action items.

Committee Reports

As requested by the Executive Director and/or the Board Chair periodic reports to the full Board or membership will be produced to support Board communication and engagement. Ideally, each Committee will report out at least three times a year.

Committee Responsibilities

- Attend all regularly scheduled meetings in person or remotely, if attendance is not consistent then the role will be jeopardy
- Review the Committee Charter biannually for recommendations for updates
- Ensure alignment all initiatives with the mission of the League of NH Craftsmen
- Assist in the creation of the annual learning series of activities and events
- Support the cultivation of network of potential partners and new avenues to promote learning forums
- Recommend organizations and individuals to lead events and educational opportunities
- Participate in the annual fund initiatives to support educational opportunities led my the League
- Provide feedback to further develop the creation of learning opportunities for all generations of learners
- Participate in events and/or classes that are held by the League
- Review the budget considerations for education outreach and events
- Develop and recommend best practices for educational programs and events
- Participate in an annual review/ assessment initiatives and of committee performance