

Job Description for: TCA Education Director

Term: 2 years

Date: March 2005

Update: October 2013

**Primary Responsibility:**

To explore and implement learning opportunities in the “Art of Clowning” to all TCA members.

**Duties:**

- 1.) Serve as director of the education committee by providing guidance and encouraging constructive communication in meeting primary responsibilities.
- 2.) Insure committee members or selected TCA members submit educational articles to the Joey Journal on an on-going basis.
- 3.) Maintain at least one on-going educational program to be made available to TCA member Alleys to insure their requests for The Association meets educational workshops.
- 3.) Attend TCA board meetings in order to keep the board informed of educational efforts and as requested by TCA president or other board members.
- 5.) Offer educational assistance, as needed, to the TCA host Alleys for the annual conventions.
- 6.) Review and update, with TCA Board input, the duties and responsibilities of the Education Director every two years in order to insure that duties are reflecting the current organization’s intend and practices.