

DIRECTOR OF EDUCATION

RESPONSIBLE TO:

The Board of Management
President and Executive of SNB

FUNCTIONAL RELATIONSHIPS:

- The SNB Board of Management
- President and Executive of SNB
- Branch Manager and staff
- Board of Education
- State Director of Education
- Clubs & Members
- SLSNSW and SLSA

RESPONSIBILITIES:

- Ensure implementation of all SNB policies relating to education and assessment
- Ensure clubs prepare and implement effective training and education programs
- Ensure effective management of Education in all of its operations.
- Prepare monthly reports for presentation to the Executive and BoM as required
- The development and expansion of Education courses within clubs.

ADDITIONAL DESIRABLE ATTRIBUTES:

- Sound understanding of RTO requirements

STATEMENT OF DUTIES:

- Liaise with clubs to ensure the success, completion and expansion of education
- In consultation with appropriate staff, overview the Education and Assessment component of the SNB Strategic Plan and update existing plans which shall be presented to the Executive for the promulgation to the BoM
- Advise SNB upon reports and recommendations received from officers, appropriate staff, members and other forums, establish from time to time to consider and recommend upon education matters
- Act as chairperson on conferences and forums, called together to consider education matters
- Attend Executive and SNB meetings.
- Be prepared to undertake programs to give advice when so requested by SNB, the President or the Branch Manager.
- Prepare and manage approved budgets.

TIME COMMITMENT

The position of SNB Director of Education is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.