

**MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC EXECUTIVE BOARD COMMITTEE**

Education Committee

Purpose – To insure quality programs are conducted through education and training.

Responsibilities:

1. Chair a Committee to plan and implement educational programs.
2. Submit plans for Education Workshops to Executive Board for approval.
3. Serve as member of Executive Board.
4. Attend workshops.

Activities:

1. Conduct meetings to plan workshops and educational activities.
2. Decide on presenter needed according to information received from previous evaluations.
3. Develop and provide to local chapter Presidents the registration forms, agenda, directions, and promotional information for education workshops.
4. Request certification credits for workshops and provide certificate for attendees.
5. See that all registration fees and workshop bills are forwarded to the Treasurer.
6. Plan and/or participate in an ongoing education project for local chapters.