

## **JOB DESCRIPTION FOR TRAVELING WORKSHOP COORDINATOR**

The Traveling Workshop Coordinator serves a major role in the promotion of the Traveling Workshop program and works closely with the Professional Development Coordinator, the Professional Development Committee, the Board liaison and the AMATYC Office.

### **Appointment Process**

The Traveling Workshop Coordinator is recommended by the President and appointed by the Executive Board.

### **Term of Office**

The term length is three years. The starting date of each term is January 1, and the ending date is December 31. The term limit is three consecutive terms; exceptions may be granted by the board to waive the term limit for extenuating circumstances by a 2/3 vote of the entire board.

### **Qualifications**

- 1 AMATYC member with a Regular or Life membership.
- 2 Good written and verbal communication skills.
- 3 Experience as a workshop presenter.
- 4 Experience in program evaluation.
- 5 Well organized and able to work on a regular schedule.
- 6 Ability to respond to requests for Traveling Workshops promptly.
- 7 Ability to work with colleagues and to provide leadership.
- 8 Ability to take direction from and work with others cooperatively.

### **Duties**

- 1 Work closely and have regular communication with the Professional Development Coordinator.
- 2 Assist the Professional Development Coordinator in developing workshop options and curricula for new workshop strands.
- 3 Meet with the Professional Development Coordinator at the annual conference.
- 4 Work closely with the Executive Board liaison.
- 5 Review existing workshop options.
- 6 Recommend changes in workshop procedures or fees.
- 7 Coordinate the recruitment of new Traveling Workshop facilitators.
- 8 Work with facilitators to develop and revise workshop outlines and materials.

9 Coordinate the orientation and training of new Traveling Workshop facilitators at the annual conference or via web training.

10. Develop and revise the facilitator application.

11. Maintain regular contact with all Traveling Workshop facilitators and Traveling Workshop Directors.

12. Coordinate the promotion of AMATYC Traveling Workshops through activities such as, but not limited to, the Traveling Workshop Brochure, communication with AMATYC affiliates and institutional members, and preparation of articles on Traveling Workshops for the *AMATYC News*. In addition, participate in the AMATYC services exposition at each AMATYC Annual Conference, to display information about the Traveling Workshops, for informational, recruitment, and other purposes.

13. Maintain regular contact with the AMATYC Office regarding the status of inquiries on Traveling Workshops. Including, providing the office with information on current Traveling Workshops following the Fall Board meeting.

14. Provide the AMATYC Website Coordinator with updated information on the AMATYC Traveling Workshops.

15. Work with those requesting a Traveling Workshop to clarify the topic(s) for the workshop.

16. Provide a selection of appropriate and qualified facilitators for each workshop. Maintain current CVs for all facilitators. Serve as a liaison between the facilitator and the client once a facilitator has been chosen by the client. Select an appropriate facilitator for each workshop with consideration given to geographic proximity to the workshop site and rotation of workshop assignments among qualified facilitators. If a host requests a particular facilitator, such a request may be honored.

17. Provide workshop facilitators with (1) a template for evaluating traveling workshops, (2) AMATYC publicity materials to be distributed at the workshop, and (3) a PowerPoint template for presentations.

18. Follow up with Traveling Workshop host and facilitator to ensure workshop goals and expectations are met.

19. Review evaluations of Traveling Workshops.

20. Prepare written Board reports twice annually (2/15 and 9/15) using the format provided by the Board.

21. Perform other duties necessary to promote successful Traveling Workshops.