



## EDUCATION COMMITTEE CHAIR

The Jamaican Canadian (JCA) is seeking qualified candidates to run for the position Education Committee Chair at the upcoming Annual General Meeting (AGM).

### QUALIFICATIONS/SKILLS:

- Volunteer or work experience in a leading a team
- Computer skills and knowledge of Microsoft Teams and Windows 365, videoconferencing platforms
- Report writing skills
- Ability to conduct a meeting
- Knowledge of the secondary and post secondary education systems
- Team building & recruitment skills
- Knowledge of evaluation and performance targets is an asset

### TERM:

- The Education Chair position is elected to serve a two (2) year term

### REQUIREMENTS:

- Must be a member of the JCA
- Ability to create strategic and operational plans
- Ability to network with school boards and other stakeholders on behalf of JCA
- Ability to create and present reports to the JCA Board of Directors and at General Membership meetings.
- Able to work independently and lead a team of diverse volunteers in a fast paced, intense working environment
- Knowledge of social and other issues impacting the Jamaican, Black, Caribbean and African Canadian communities
- Experience building partnerships internally and externally to achieve the organization's objectives
- A minimum time commitment of up to 40 hours per month (includes report writing, preparation time, meetings, appearances and committee work)

### MAJOR DUTIES:

- Convene and chair monthly Education Committee Meetings
- Plan and implement educational related activities (youth and parent conferences, workshops etc)
- Work with experts to create a JCA adult literacy program
- Work with the Saturday Morning Tutorial Program coordinators to annual create strategic and operational plans
- Report and provide monthly updates to the Vice President
- Hire and oversee the Coordinators and tutors for the SMTP
- Work with volunteers to support the SMTP Program
- Submit to the Vice President the Committee's annual Work plan and Budget not later than three months (3) prior to the Annual General Meeting for Board's approval
- Prepare and submit a report to the Vice President for each quarterly and annual general meeting