



Director Job Description: Chair, Curriculum Committee

Term: Five (5) years

Time Commitment: approximately 95 hours annually

Revised: June 2020

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

Job Overview:

Provides leadership in overseeing the planning of and presentation of lecture series including developing course curricula, liaising with the Registrar in the publication of lecture outlines, with Audio-Visual Committee arranging a-v technical support for lecturers, and with the Treasurer arranging for payment of speakers. Creates meeting agendas and participates in the recruitment and orientation of new committee members.

Position Specific Duties and Responsibilities:

1. Provides leadership to the Curriculum Committee
2. Develops committee policies and procedures to ensure lecture program viability
3. Surveys similar organizations to ensure lecture fees are competitive
4. Oversees the planning of the course curricula at least one (1) year in advance, including: researching courses and lecturers, finding a coordinator for the lecture series, finding a committee liaison with the coordinator, and orienting the lecturer to LU program expectations
5. Communicates lecture outlines in digital format to the Registrar in a timely manner for posting at the lecture hall and on the LU website
6. Informs the Chair of the Audio-Visual Committee in advance of the audio-visual needs of each lecturer and works with the lecturer and the A-V Committee to reconcile any equipment/format discrepancies
7. Communicates with the Treasurer a payment schedule for each lecturer
8. Reports on Committee work to the Board regularly

9. Prepares and delivers an annual report to the Annual General Meeting
10. Participates in the recruitment and orientation of committee members
11. Books the meeting rooms for committee meetings or arranges virtual meetings as required.
12. Ensures ZOOM rehearsals are scheduled with the A-V Team and held in advance of the date of the lecture, when required
13. Informs the lecture series chairperson and speaker if a lecture has to be cancelled due to a snow emergency or other exigency.

Competencies and Qualifications:

1. Excellent analytical and problem solving skills
2. Excellent interpersonal, team building and facilitation skills
3. Computer competency in Word and e-mail