

LEARNING UNLIMITED ETOBICOKE

Job Description: Curriculum Committee Member

Role: Participates in a committee that researches and finds speakers for our lecture series, engages with speakers directly to define course outlines, participates in approval of Lecture Series Outlines, prepares speakers for our lecture format and acts as Master of Ceremonies (online and/or in person) for lecture courses.

Skills Needed:

- E-mail and MS Word skills
- Ability to research lecture topics and possible speakers using the internet
- Ability to reach out to speakers, interact with them verbally (phone) and /or in writing (email) to explore courses and make arrangements
- Ability to work with others in a small group, in a friendly and collegial fashion.
- Ability to do monthly meeting Minutes as this role is rotated among committee members

Responsibilities

- Research on internet, and communicate via both email and phone with potential speakers.
- Introduce LU to new speakers, our history, how we work, etc.
- Analyze course outlines for suitability for our audience.
- Assist in developing a schedule of lectures up to 2 years in advance.
- Act as a Zoom MC to introduce speakers during Zoom lectures and/or MC to introduce speakers for in person lectures
- Evaluate speakers at the end of each lecture series.

Schedule Commitment

- Monthly meetings are held on Zoom from September to April (so living in or near Etobicoke is NOT a requirement).
- Research, speaking and corresponding with speakers is done at your own convenience.
- Committee members are expected to attend at least one lecture series in the Fall and one in the Winter session.
- Acting as an MC (Zoom or in person) for 8 or 10 weeks and 1 rehearsal session (requires additional time)

Training

- All new committee members will be provided with a mentor for their first year to help them learn how the Curriculum Committee role works.