

## **USGBC Central Texas – Balcones Chapter Education Committee**

The **Education Committee** comprises a chair and two co-vice chairs (one in Austin and one in San Antonio) and an agreed number of committee members (ideally three in each center). The committee schedules and delivers LEED courses and workshops. Bringing a course together involves coordinating with the Development Committee to obtain cash and in-kind sponsorships, finding and securing the location and catering, and working with the National USGBC training coordinator and the CT-B Board on other arrangements. High demand courses are identified in conjunction with the Board, scheduled with assistance from National, and promoted by the Communications Committee. Guidelines are provided for setting registration prices and allowable expenses for trainings.

The Committee works with the Board and the Executive Director to develop and implement an education workshop plan in line with the Programs committee and Chapter's overall strategic plan.

The Education Committee also:

- Identifies LEED workshop opportunities
- Works with the Communications Committee to coordinate outreach and notifications to ensure each workshop is well attended
- Maintains periodic communications with past workshop attendees and LEED APs to encourage continued education through LEED workshops
- Ensures that sponsors receive the appropriate exposure commensurate with the value of their sponsorship

**Role of Board Liaison** is to serve as the conduit between the committee and the chapter board, and to provide oversight and guidance to the committee on an as needed basis.

**Role of Executive Director** is to guide and support the decisions and actions of the Development Committee, as well as to confirm sponsorships and execute billing.

**Role of the Committee Chair** is to oversee the Education Committees activities; find and retain committee members; work with the Board Liaison on reporting procedures and with the Executive Director on workshop development and implementation.

**Requirements:** As per the Chapter Bylaws, the Committee Chair and Co-Vice Chairs must be Chapter Members in good standing. Committee members may come from the Chapter membership but are not required to do so.

**Term:** The Committee Chair and Co-Vice Chairs are encouraged to commit to a minimum term of 18 months to two years.

**Tools provided:**

- Technical support – Webex access and Constant Contact database
- Workshop Coordination Handbook
- Event Tracking Sheet
- General USGBC and Chapter information documents.

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