# EDUCATION COMMITTEE GUIDELINES

1. **Chairman Duties**
	1. Assist clubs in promoting the educational purpose of the Association.
	2. Work closely with the Regional Representative of each region.
	3. Assist in keeping the ADO CD/DVD library updated.
	4. Prepare the following reports:
2. Budget request to be prepared for the annual Budget and Planning Meeting.
3. Committee report to be prepared for the annual Budget and Planning Meeting.
4. Committee report to be prepared for each Regional Meeting.
5. Committee report to be presented at the annual Pre-Convention Board Meeting.
6. ADDC Year End Committee Summary Report (ADO39) to be forwarded to the incoming committee chairman.
	1. Committee Chairman shall refer all revisions to the ADDC Guidelines Review Chairman. After revisions are made and approval received from the ADDC Board, the ADDC President will send the guidelines to ADO for posting on the website.

# Regional Representative Duties

* 1. Assist the chairman as required.
	2. Work closely with the Regional Director and clubs within Region.
		1. Be willing to assist in promotion of education.
		2. Notify each club within their region advising of his/her appointment and willingness to offer assistance.
	3. Inform Chairman and other committee members of new ideas and suggestions.