

# **BET AVIV PROCESS**

## **Responsibilities of the Adult Education Chair**

### **1. Coordinate with Presenters**

#### **1.1 Adult Education Committee**

1.1.1 Suggest potential Adult Education topics with Rabbi and Committee

1.1.2 Coordinate dates and topics with Rabbi for each semester or year

#### **1.2 Contact Cantor – per contract will deliver 2 sessions per year**

1.2.1 Suggest potential Adult Education topics with Cantor

1.2.2 Coordinate dates and topics with Cantor for each semester or year

#### **1.3 Contact Non Bet Aviv Presenters**

1.3.1 Suggest potential Adult Education topics with Presenter

1.3.2 Coordinate dates and topics with Presenter

### **2. Coordinate with Congregants**

2.1 Solicit topics of interest and potential presenters from congregation

2.2 Notify congregation of Adult Education dates and solicit RSVPs

### **3. Coordinate Location**

3.1 Notify location coordinator of dates and times location needed

3.2 Follow-through as necessary to ensure location availability

### **4. At Adult Education Sessions**

#### **4.1 Solicit announcements for attendees**

4.1.1 Introduce speaker or topic

4.1.2 Announce next Adult Education session and pass around sign-up sheet

4.1.3 Coordinate refreshments

### **5. At Board Meetings**

5.1 Attend each Board Meeting.

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## **Responsibilities of the Adult Education Chair**

- 5.2 Send Committee Reports to the Secretary each month.
- 5.3 Complete any assigned action items and report their status each month.
- 5.4 Serve on board committees as appointed by the President

### **6. Newsletter**

- 6.1 Announce upcoming Adult Education activities in the Observer.

### **7. Website**

- 7.1 Notify webmaster with Adult Education session descriptions
- 7.2 Review Adult Education portion of the website yearly for updates.
- 7.3 Suggest new content, forms or policies or photos.

### **8. Skills Needed**

- 8.1 Time Management skills to plan Adult Education sessions and Scholar in Residence programs with a long lead-time
- 8.2 Organizational skills to keep track of discussions with presenters
- 8.3 Writing skills for announcements to congregation, newsletter and website
- 8.4 Communications skills for negotiating topics with presenters

### **9. Time Required**

- 9.1 Two hours per month for Board Meeting
- 9.2 Two hours each month for Adult Education Session
- 9.3 Several hours each semester to coordinate sessions with presenters
- 9.4 Two-four hours per year for Adult Education Committee meetings

### **10. Current/Previous Adult Education Chairs**

- Howard Caplan
- Larry Bodin
- Bob Rabinowitz

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## **Responsibilities of the Adult Education Chair**

### **11. Documents Produced**

The following documents are produced in support of the Adult Education role and samples of them for guidance appear in the appendices indicated.

1. Adult Education Announcement (email, newsletter, website (Appendix A))

### **Appendix A. Adult Education Announcement**

**June 1, 2008**

#### **Adult Education**

At our annual Florence and Harry A. Dobkin Book Review, Rabbi Marc Lee Raphael will lead a discussion of "Tevye the Dairyman and the Railroad Stories". We will discuss the following four stories: "Today's Children", "Hodl", "Chava", and "Shprintze".

NOTE: This Adult Education literature program was originally scheduled last year, therefore many of you will have already purchased the book.

Contact Howard Caplan to attend or for more information.

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|----------|--------------------------------|
| Time     | 09:45 AM to 11:40 AM           |
| Location | East Columbia Library 50+ Club |