

**Job Description for: TCA Education Chair**  
**Term: Not Term Limited, Appointed Position**

**Duties:**

1. Provide reports as necessary to the TCA Board. Since stipends are not provided to the Education Chair, Board meeting attendance is not required, though it is welcomed.
2. Write educational articles for the Joey Journal, at least 2 per year.
3. TCA Annual Scholarship Responsibilities
  - a. Update the Scholarship Application to reflect the current deadline and the name and contact information of person to receive the application.
    - i. An appointee of the Convention Committee will determine the necessary deadlines, and provide that information to the Education Chair.
  - b. Write an article announcing the scholarship open period.
  - c. Create a small committee to review scholarship applications.
  - d. Review applications for scholarship
  - e. Ensure applicants meet requirements as outlined in the Application Requirements Document.
  - f. Ensure Convention Committee is apprised of who the Scholarship Winners are.
  - g. Ensure the TCA Board is apprised of who the Scholarship Winners are.

- h. Inform Scholarship Winners that they have been selected to receive a scholarship.
  - i. Inform Scholarship Winners who have been selected that they should not announce their recipient status to anyone, as that will be announced at the Annual TCA General Membership Meeting
  - i. Announce the TCA Annual Scholarship Winners at the TCA General Membership Meeting.
- 4. Provide First Time Attendees class at the Annual Convention
- 5. Set up Buddy Program for any new attendees seeking a support person during convention.