

Izaak Walton League of America

Winchester Chapter



Education & Training Committee Charter

Objectives

The Education & Training Committee shall be the standing committee of the Winchester Chapter of the Izaak Walton League of America that is responsible for the coordination and implementation of education and training.

The Education & Training Committee shall:

- Develop a training schedule based on the expressed needs of the chapter and the non-member public;
- Establish and implement a vetting process to insure the chapter and non-member public receive education and training from credentialed, competent and qualified instructors;
- Maintain an on-going program to develop a corps of member instructors;
- Coordinate with the Finance Committee to develop an annual budget of expenses sufficient to operate the chapter's education and training programs, as well as anticipated revenues;
- Work with the chapter Treasurer to maintain an accurate and transparent accounting of revenues generated, as well as expenses that are to be, or have been paid by the chapter;
- Report directly to the chapter Board of Directors.

Reporting

The Education & Training Committee shall operate as a standing committee of the Winchester Chapter of the Izaak Walton League of America, and report to the Board of Directors.

The Chair of the Education & Training Committee will be required to attend all Board of Director meetings and be prepared to offer a report as requested by the Board. The Chair may appoint a substitute in his place for this, or other duties defined herein this document.

Development of Curriculum

In an effort to develop a schedule of trainings and classes that reflect the interests and needs of both the Chapter membership, as well as the non-member public, the Education & Training Committee will solicit input from interested parties. Ideally, that input will lead to the creation of a training schedule at least three months in advance to allow for the promotion and publication of these courses. The Committee will make every effort to develop a varied curriculum (e.g., firearms-, pond-, conservation-related courses, etc.)

To further the value put forth to the membership and to help maintain the proficiencies of it's trainers, the Education & Training Committee will offer no less than four trainings to the membership at no cost. Examples may include basic firearms classes, Refuse to Be a Victim, boater safety, and/or hunter's safety. These courses will be identified, scheduled and announced at the General Member Meeting in January of each year, and will continue to be promoted by the Committee and Board of Directors until which time the class is held or all available spots have been reserved.

The Education & Training Committee will be responsible for insuring that participants in classes or trainings offered through the chapter are held to the same standards of club and land stewardship that members are held to. Likewise, each participant, whether member or non-member, will be required to sign a Hold-Harmless agreement approved by the chapter Board of Directors.

Vetting of Instructors

The Education & Training Committee will be responsible for vetting instructor applicants.

To maintain the high standards of the chapter's training corps, the following documents shall be required of every instructor applicant:

- Relevant certifications and credentials;
- Training and teaching history with dates and contact information for verification purposes;
- Certificate of at least \$1,000,000 liability insurance (required when instructor is compensated; recommended when instructor is donating the efforts), and;
- List of awards and accomplishments.

These documents must be presented as part of the applicant's vetting process, and presented to and maintained by the chapter Secretary before Board approval can be obtained. These records must be updated prior to January 1 of every year, or within 15 days of any material change. Failure to maintain updated records within these timeframes will result in an immediate suspension of instructing privileges, not to be restored until the records are updated and cleared by the Board of Directors. At the Board's discretion, the instructor may be required to re-apply as if a new instructor applicant.

All qualified and credentialed instructors will be encouraged to participate in the Education & Training schedule of classes. The Committee will allow for applicants continually throughout the year. All vetted instructors will be given the opportunity to schedule and conduct trainings for which they've been vetted.

Instructors may be chapter members or non-members, but all non-member instructors must be "hosted" by an appropriately qualified member instructor. For example, a non-member instructor who will be teaching a

boater safety course must be hosted by a member instructor who is vetted to teach a similar boater safety course. Non-member instructors will be subject to the same certification requirements as member instructors, and must be subjected to Board approval in the same manner as a member instructor.

The Chair of the Education & Training Committee will be responsible for presenting all instructor applicants to the Board of Directors for approval or disapproval. With each applicant the Committee Chair will furnish the required documentation, the result of the vetting process, and the Committee's recommendation.

Scheduling of Training

In an effort to provide members and the non-member public with a clear schedule of classes, the Education & Training Committee will develop a three-month rolling calendar of events. This calendar will be developed, maintained, and made public by the Education & Training Committee.

To give the Board ample time for consideration, the Committee will present each class for Board approval at least four weeks in advance of the course date. If possible, the Committee will present the class for Board approval with even more advanced notice.

At this time, any requests for special dispensation to established Chapter rules must be presented, as well as an outline of the course (including a course name and description), facilities to be utilized and the times they will be used, and the names and credentialing of all instructors.

When Chapter facilities must be used for education and training opportunities, the specific dates and times shall be initially put on the Chapter calendar as "Pending Board Approval." Only after Board approval and the satisfaction of all requirements shall the calendar be changed to "Confirmed." No training or classes may be advertised or attendance solicited until it has received Board approval and been changed on the calendar to "Confirmed."

The Chapter acknowledges that education and training is a critical component to our mission, and therefore will utilize all appropriate means of advertising and promotion to encourage participation in Chapter-offered courses.

Budgeting

As part of the Chapter's annual budgeting process, the Education & Training Chair shall be responsible for submitting a budget request to the Finance Committee, as requested. This will include estimated expenses and income for the upcoming year. The Committee Chair shall be familiar with the request and be prepared to present the information and defend the request if required.

To aid in budgeting of expected revenues, the Finance Committee will provide an estimate of facilities rental rates although final rates may not be published until the January 1 start of the fiscal year.

Accounting

The Education & Training Committee shall be responsible for providing a complete accounting for all courses offered, whether a fee is charged or not. The following information for all participants shall be provided to the Board of Directors by the next regular Board Meeting, or within seven (7) days of completion of the course, whichever is later:

- Name of the course and name of all instructors;
- Name of each participant;
- Contact information, including address, phone number, and email address for all participants;
- Are they a member of the Winchester Chapter of Izaak Walton League;
- Fee paid, if applicable;
- Number of hours of training received.

At this time, the originally signed copies of all Hold-Harmless Agreements must be submitted.

All fees owed to the Chapter shall be paid by the next regular Board Meeting, or within seven (7) days of completion of the course, whichever is later.

If any of these requirements are not met, the Board of Directors reserves the right to immediately suspend the instructing privileges until remedy can be made.

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