**Duties of the Chapter Education Coordinator**

The chapter's education coordinator is normally appointed by the dean (unless other provisions exist in the chapter's operating procedures), and serves for a term of either one or two years, subject to re-appointment. Although this is an optional office, it is strongly recommended that chapters appoint an education coordinator whenever possible, to assist with program and event execution. As well, forming a sub-committee to assist with the following duties can assist with the duties listed below.

The duties of the chapter coordinator for education include the following:

* To motivate chapter membership in continuing their education through certification, workshops, conventions, etc.
* To share AGO educational materials within the chapter
* To help establish a chapter library of AGO materials appropriate for the particular chapter
* To write short articles on AGO educational materials, workshops, and the AGO Professional Certification Program for chapter newsletters
* To organize study sessions with members for continuing education.
* To speak regularly (and briefly) about educational resources and the educational progress of the chapter membership at chapter meetings
* To work closely with the chapter's coordinator for professional development
* To maintain contact with the regional educational coordinator for assistance and advice in carrying out the above duties