

The Education Coordinator shall:

- ✓ coordinate members' attendance at education courses, seminars and conferences, including registrations, booking accommodations and arranging for travel expense reimbursement;
- ✓ distribute information regarding education courses, seminars and conferences for all members
- ✓ ensure proper forms are completed and forwarded to the Secretary-Treasurer as required;
- ✓ organize local education courses if required;
- ✓ assist in preparation of shop steward binders/materials and new member kits;
- ✓ assist units with orientation process for new members