

## **Job Description: Education Program Leader (EPL)**

The Education Program Leader shall:

- Report to the National Council and the Management Team,
- Be responsible to the National President and Convention, and
- Liaise with the National President, Vice President, Branches, Study Groups and Regions in promoting the aims and activities of the Society.

The job requirements are:

### **1. Development of appropriate study/educational courses/programs**

Ensure that appropriate study courses are made available and offered to Lodges (Branches), Headquarters Members and Study Groups. This entails:

- Maintaining the development of course and syllabus materials that explore and guide study of the relationship between Theosophy and contemporary thought, including scientific, philosophical, religious and artistic ideas.
- Providing to the National Council, planning of further educational directions, drawing on members with a deep knowledge of theosophy, where necessary.
- Identifying gaps in the current courses available and rectifying where it is appropriate to do so.
- Having courses in DVD, Digital audio, Website, Booklet and Workshop formats and utilizing where possible, modern technology <sup>1</sup> to highlight key theosophical ideas.

### **2. Organisation of national and international speakers (touring programs)**

This entails:

- Creating a data base of what topics/speakers are preferred for each Branch (involves coordinating with lodges to determine what speakers are preferred). This includes international speakers and potential visiting dates.
- Distributing to lodges in November every year a calendar of available speakers, dates and topics.
- Ensuring equipment required is available.

### **3. Create a catalogue/database of theosophical resources**

This database will contain information on both national and international theosophical resources that are available. This will entail:

- The database to be available online and in hardcopy.
- To be accessible to all lodges/branches.
- To list what study course material is available.
- To list what speakers are available and their topics.
- To list what information is available in the video library held at Headquarters.
- What technical equipment is available from Headquarters for lodge use.
- Networking internationally to obtain information and resources, and identify quality speakers.
- Updating resources.

**This role presupposes that the EPL does the following:**

1. Engage in public relations and networking with other organisations.
2. Work closely with Headquarters to ensure that the website is updated with information relevant to the EPL responsibilities <sup>2</sup>.

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<sup>1</sup> This would depend on Headquarters purchasing appropriate technology.

<sup>2</sup> The updating of the website to include branch activities, convention, family camp and the School of Theosophy are primarily HQ responsibilities.