



Pat Ann Education Fund Administrator - Job Description

- I. Provide oversight and administration of the Pat Ann Education Fund.
- II. Collaborate with the Guild Vice Presidents and the Treasurer in the management of the Pat Ann Education Fund.
- III. Assist in the determination of the amount of money to be used to supplement the cost of the Guild Education activity.
- IV. Give updates about Fund activities to the Board.
- V. Create a committee by inviting members to assist, as needed.
- VI. This appointment consists of the length of the existence of the fund.
- VII. Give updates about guild activities to the Social Media Chairperson, as needed.
- VIII. Give updates for the guild website to the Webmaster, as needed.
- IX. Orient a successor, should one be required.

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