



AMERICAN
mensa
LTD.

Director of Science & Education

Overview:

The Director of Science and Education shall be the chair or liaison to the Research Review Committee. The Director of Science and Education shall be the main point of coordination with the Mensa Foundation (MERF).

Appointment:

The position is appointed annually by the Chair with the approval of the AMC for a one-year term ending with the next annual business meeting. This appointment is usually the Chair of the Mensa Foundation (MERF).

Experience/Training needed:

Experience or training in the area of education, research or charitable organizations would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

Should be a current member of the Mensa Foundation Executive Board.

General Responsibilities:

In coordination with the AMC chair, AMC liaisons and staff liaison, appoint additional committee members , and establish written goals before the first AMC report is due.

File a written report before each AMC meeting.

Report to the AMC Quarterly on progress toward those goals.

Bring research or education matters to the AMC as discussion items or as properly formed motions.

Act as an advisor to AMC, other committees, local groups, or staff in matters pertaining to technical scientific questions.

Participate in discussions on other committee as requested/desired.

Oversee activities of sub-chair/committees, insuring regular reporting and progress toward goals.

Interact/contribute to the following other positions or committees.

Coordinator the activities of others.

Specific Responsibilities:

Presents information regarding MERF at AMC meetings at the direction of the President of MERF.

Liaison to Research Review Chair.

Oversees the Annual Meeting of the Mensa Education and Research Foundation in the absence of the President of MERF.

Responsible for the review of the Mensa *Bulletin* and *InterLoc*.

Facilitate leadership development through planning LD workshops at the AG, presentations at LDWs and contributions to *InterLoc*.

Serves as a member of the Gifted Children's, Intellectual Events, and Communications committees.

Member of task forces which deal with such issues as privacy protection of Gifted Children, PDQ design, member privacy and research issues.

Promote and coordinate Colloquia and other joint AML/MERF projects.

Time and space required:

The position will require extensive time on a regular basis. You should plan to: Check email almost daily, volume will be heavy! Return long-distance phone calls within a few days, monitor various email lists and respond when needed, consult on a regular basis with staff members.

The position gets a large volume of mail, much of which will need to be retained for the files.

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Travel and Meetings:

The position is expected to attend all meeting of the AMC and the Annual Gathering. The position will be funded to attend these meeting as per the financial policies.

Budget:

While there is no specific budget for this project/program/office in the budget, there are limited funds available for administrative basics such as long distance or postage.

Subcommittees or appointees:

AMC Liaison:

N/A – The Director of Science and Education is a member of the AMC.

National Office Liaison:

Foundation Director