



SANTA CRUZ MOUNTAINS
ART CENTER

9341 Mill Street, Ben Lomond, CA 95005 831-336-3513 www.mountainartcenter.org

EDUCATION COMMITTEE POLICY

Under Review by the Board of Directors – March 2010

1. The Chair of the Education Committee will be appointed by the Board of Directors.
2. The Education Committee, open to all Santa Cruz Mountains Art Center members, will meet at regular intervals which will be posted on the monthly calendar. Art Center Teachers are encouraged to participate in the Education Committee.
3. ANNUAL BUDGET: It will be the responsibility of the Education Committee to develop a year's program of events, and projects. In addition, they will estimate future needs for supplies, equipment, maintenance and facilities needs along with a yearly budget. These documents will be submitted by the Chair to the Board of Directors no later than October of each year for the Board's approval.
 - a) The Education Committee Chairperson and the Education Committee will select events and programs appropriate to the mission of the Art Center.
 - b) The Education Committee Chairperson will meet with the Finance Committee before submitting the year's proposal to the Board for assistance and advice. The Grants Chair will assist in a funding search if funding cannot be derived from the usual sources.
4. EDUCATION: The Education Committee Chair and Committee will provide guidance and recommendations in regards to all Instructors. Instructors must meet all the qualifications and guidelines for teachers and submit an application for approval by the Education Committee Chair / Class Coordinator. Upon approval, a standard Teacher's Contract must be signed before instruction commences.
 - a) All teachers will arrange in advance to attend an orientation provided by the Education Committee Chair or Committee member. The orientation shall cover: General Facility Use, Safety and Security. All teachers will instruct their students in proper facility use and safety guidelines.
 - b) Teachers of youth under the age of 18 are required to have a LiveScan fingerprint document on file.
 - c) Children under the age of 18 will be within sight or sound of the instructor at all times.
 - d) Mentorships: To help evaluate a possible new instructor's abilities and qualifications, first-time Art Center instructors are encouraged to co-teach a similar class with a current instructor before teaching on one's own.
5. TEACHERS' ASSISTANTS: the Education Committee is responsible for selection and training of assistants, providing clear guidelines on Art Center policy. A paid assistant position must be approved by the Board of Directors or be included in any budget forecast.