

EDUCATION COMMITTEE 2026

Chair: Melissa Gambuto, Kristal Sutton, Sheri Levine Members: Rochelle Jackson	Meetings: <i>Region 3 Education Committee meets quarterly. Chapter meetings by phone or in person as needed.</i>
Mission: <i>Support Region 3 Education by providing educational opportunities for IREM members via designation tracks and seminars that promote on-going development for all IREM members.</i>	
<p>Responsibilities:</p> <ul style="list-style-type: none"> ○ <i>Senior Liaison: Melissa Gambuto</i> ○ <i>Act as the Chapter's primary education contact.</i> ○ <i>Assure that the Chapter's education staffing needs are met.</i> ○ <i>Assure all requirements for courses and seminars are met. Not required to be onsite unless requested.</i> ○ <i>Representing Chapter 16 at all RE3 Education meetings.</i> ○ <i>Be willing to hold a leadership role. This volunteer must be a current officer, or past president of the chapter, or a former RE3 education volunteer.</i> ○ <i>Course Delivery Co-Chair: Sheri Levine</i> ○ <i>Assume duties of on-site representative of RE3 for courses hosted by Chapter 16. This can be one or two weeks, depending on what is requested by the region.</i> ○ <i>Secure locations for courses hosted by the Chapter; Assure refreshments are available for faculty and students</i> ○ <i>Assist faculty member with registration, course materials, audio-visual needs, snack, etc., as required. Solicit volunteers to assist if needed.</i> ○ <i>This volunteer may be a CPM, ARM, Candidate or Associate Member.</i> ○ <i>Close out roster.</i> ○ <i>Seminar Delivery Co-Chair: Kristal Sutton</i> ○ <i>Serve on the seminar subcommittee to RE3 Education Committee.</i> ○ <i>Coordinate all logistics for a half-day or full-day professional seminar in the local area.</i> ○ <i>Secure venue and speaker.</i> ○ <i>Provide on-site services for the seminar such as registration, course materials, audio-visual needs, snacks, etc., as required. Solicit volunteers to help if needed.</i> ○ <i>This volunteer may be a CPM, ARM, Candidate or Associate Member.</i> ○ <i>Assist the Course Delivery Co-Chair during IREM courses.</i> ○ <i>General:</i> ○ <i>Attend quarterly Region 3 Education Committee meetings.</i> ○ <i>Provide information to IAE regarding advertisement of upcoming educational events for inclusion on the website and/or in email communications.</i> ○ <i>As requested by Chapter president, speak at membership meetings regarding upcoming events and report on prior activities.</i> ○ <i>Submit website articles as requested by Communications Chair.</i> ○ <i>Prepare committee goals for the upcoming year. Assess if previous year's goals were met.</i> ○ <i>Prepare press releases before and after significant events and send to IAE for editing and submission.</i> ○ <i>Give committee reports at Board of Directors' meetings.</i> 	

2026 Goals

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| <ul style="list-style-type: none">• <i>Participate with Region 3 Education as required and communicate education offerings to chapter members.</i>• <i>Committee members are required to physically attend Region 3 meetings and be present on conference calls.</i>• <i>Host two seminars and one private offering and Region 3 designated courses.</i> |
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