



Australian Alpaca
ASSOCIATION

Regional Training & Education Officer – Role and Responsibilities

The role of the Regional Training & Education Officer is to develop education and training programs that would benefit the regions membership.

Generally, you are to:

- 1) In consultation with the committee develop a training and education program calendar and get the program endorsed and any budget approved.
- 2) Identify programs that would benefit the membership.
- 3) Prepare interesting programs and information sessions.
- 4) Develop any training materials and information as required.
- 5) Liaise with members and others to identify people with skills that could participate in training activities.
- 6) Provide support to anyone providing training or education sessions for the region.
- 7) Ensure the website and social media officer is provided with all the relevant details, including any costs, location, speaker and outcomes of the training and education programs so it can be advertised.
- 8) Provide a regular report to the committee on the progress and outcomes or programs.