

Tutorial Committee Chair

Job Description

The Chair is the leader of a committee of six other residents whose function is to select and present a weekly Tutorial on Friday mornings from 10:30 to 11:30 am both in the Auditorium (when available) and on Channel 900.

The Chair selects committee members from residents with diverse backgrounds who represent a cross-section of those residents interested in viewing lectures on various topics, including history, science and the arts, selected from The Great Courses collection.

The committee chooses from those courses presented by the Chair as well as those suggested by committee members. Selection can be made in meetings among the members or by email circulated among the members by the Chair. Unanimity is not required and the Chair may cast the deciding vote in the event of a tie.

The Chair is then responsible for preparing a description of the course and a schedule of the lectures comprising the course, both of which are drawn from the website thegreatcourses.com. Those are distributed to the residents in three modes:

- A Notification from the Administration
- On the Tutorial page of MyRVM.org
- An email posted on the RVM ListServe

A copy of the schedule of lectures is sent to the editor of Bits & Pieces. The Chair should also send the schedule to Resident Services to have each week's lectures posted on the Weekly Calendar of MyRVM.org.

The Chair is responsible for arranging for a technician from Facility Services to operate the projector and telecast through Channel 900 and when the Tutorial is to be shown in the Auditorium in addition to Channel 900, the Chair is responsible for reserving the room with sufficient seating and refreshments, such as coffee and water.

The Chair is responsible for delivering the DVD of each weekly lecture to the technician who operates the projector and broadcasts it on Channel 900. The Chair may designate another member of the committee to perform this task.

When showing of each Tutorial has been completed the DVDs are delivered to the Video Library to become part of its collection.