

Geography Education National Implementation Project (GENIP) CHAIR SEARCH

The Geography Education National Implementation Project (GENIP) is a committee to support communication and collaboration regarding K-12 geography education by the four national geography organizations (American Association of Geographers; American Geographical Society; National Council for Geographic Education; and National Geographic Society). The Committee consists of representatives appointed by the four organizations. GENIP is currently seeking applicants interested in serving as Chair of the committee.

The person serving as Chair will be responsible for coordinating and administering the activities of the GENIP. Nominees should be knowledgeable about issues related to geography education, especially at the K-12 level. The committee will prefer a candidate with knowledge of and experience with geography education, related policy issues, state and national standards, curricula, and assessments, and other cognate non-profit, educational organizations. The Chair will receive an annual stipend that is currently set at \$6,000.00 paid semi-annually in equal installments. The two-year term for Chair may be renewable as determined by the committee following a review process.

The responsibilities and duties of the GENIP Chair will include (but are not limited to):

- Schedule meetings and conference calls and develop the agenda with input from the representatives for each meeting or call (minimum of one annual face-to-face meeting and three quarterly conference calls)
- Organize the agenda for GENIP meetings and conference calls
- Maintain the minutes of GENIP meetings and conference calls
- Maintain the GENIP website
- Facilitate communication among the GENIP members
- Solicit input from GENIP members and respond to current events and activities related to the best interests of geography education
- Write, coordinate committee review of, and distribute GENIP correspondence including the drafting of joint statements on behalf of GENIP members
- Conduct Committee correspondence
 - Develop and seek approval of joint statements or press releases on behalf of GENIP members
 - Disseminate committee decisions and action items following meetings and conference calls
 - Document committee approval of project funds
 - Write summary information as needed to maintain a GENIP web page
 - Provide a summary annual report to be distributed to GENIP members for proper distribution to their organizations
- Monitor and manage Requests for Proposals (RFP) for GENIP activities
 - Coordinate reviews of project applications
 - Monitor progress of project work and prepare reports on GENIP funded projects
 - Maintain a budget record of GENIP projects/activities, income, and committee approved expenditures by working with the NCGE fiscal agent
- Submit requests for payments to NCGE for approved committee expenditures
- Disseminate an annual budget report for GENIP Project Funds to the committee

Interested applicants should submit a current CV (including names of two references) and a cover letter addressing why they are interested in the position as GENIP Chair and describing the expertise and skills they would bring to the position. CV and cover letter should be e-mailed to S-bednarz@tamu.edu. Review of applications will begin on December 30, 2021. Applications will be accepted until the position is filled.