



Education Committee

Committee Purpose: To coordinate educational programming (webinars and Regional Roundtables) for the Texas Downtown network throughout the year and support staff in providing high quality technical assistance programs.

2025 Co-Chairs:

- Letecia McNatt - City of Garland, Imelda Speck - City of Irving, & Tori Huddleston - City of Nacogdoches

Priorities:

- Educational Programming
 - Develop an annual calendar for Board review and approval (September/October).
 - Assist staff with educational webinar topics and Regional Roundtable program coordination.
- Maintain list of priority educational topics from conference survey, other member surveys and listserv activity, committee input, and staff contacts.
- Keep updated list of resource requests from listserv and provide new resources for the Resource Library regularly.
- Conference Programming Subcommittee: Work with members of the conference committee on conference sessions to ensure the program is high quality and responds to the needs and interests of members.
- Assist staff where needed with Downtown Assistance Program and services

Committee Responsibilities:

- Attend monthly meetings to share ideas and volunteer for membership or educational tasks.
- Network with members to determine future roundtable locations and programs – see Regional Roundtable host checklist.
- Secure educational webinar speaker and moderate webinar – see webinar volunteer guide.
- Commit to Regional Roundtable marketing and outreach to respective regional network.
- Review sub-committee recommendations for annual conference sessions.
- Like and follow Texas Downtown on all platforms, comment and share when possible.
- Provide resource documents to be posted on Resource Library.

Staff Responsibilities:

- Handle coordination and logistics for webinars and Regional Roundtables.
- Assist with identifying program topics and contacting speakers for webinars.
- Run meetings for conference program sub-committee.
- Maintain Resource Library materials.

On Hold:

- Advise and assist staff where needed on the Downtown Assistance Program.
- Assist with development of CDI training content.