Director of Education

Leadership Attributes

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills</th>
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<tbody>
<tr>
<td>• Create objectives to support the chapter’s Business and Strategic Plan</td>
<td>• Facilitation</td>
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<td>• Educate committee chairs with processes, procedures, and tools to achieve committee objectives</td>
<td>• Collaboration</td>
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<td>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</td>
<td>• Delegation</td>
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<td>• Coordination of all logistics of monthly meetings</td>
<td>• Mentoring</td>
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<td>• Target incoming director from committees who report to you</td>
<td>• Coaching</td>
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<td>• Transition with incoming Director</td>
<td>• Teaching</td>
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<td>• Financial</td>
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<td>• Conflict/Resolution</td>
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<td>• Execution</td>
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Job Description

*Term:* Two years or as determined by the Board of Directors and Chapter Bylaws

*Helpful Skills:*  
- Delegation, Motivator, Detail Oriented, Supportive

*Eligibility:*  
- Member in good standing  
- Willing to give the time, energy, talents, and enthusiasm required of the position

*General Responsibilities:*  
- Serve as voting member of Board of Directors  
- Attend monthly board meetings, Chapter events, and committee meetings  
- Act as coach, advisor, and counselor to assigned committee members  
- Ensure the fiscal responsibility of the committee to which position is assigned  
- Support and defend policies and programs adopted by the Board of Directors  
- Conduct transition meeting with successor  
- Perform other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*  
- Oversee the development, implementation, and management of a Request For Proposal (RFP) process for all monthly educational programs  
- Oversee the process of site selections for all monthly educational programs  
- Oversee the coordination of all logistics for monthly educational programs, including menu selection, AV needs, room set up requirements, registration and hotel arrangements
• Work with the Director of Professional Development (if this role is created) and Chapter Administrator to develop, implement, and manage a system for providing Continuing Education Units (CEUs) at chapter of educational programs
• Assist Communications committee with promoting monthly meetings through CVENT.
• Work with the Director of Professional Development (if this role is created) to ensure chapter programming meets the requirements for CEUs
• Assist committee members to facilitate the production of monthly meetings.

Reports To: Vice President of Education

Commitment:
• Regular attendance at monthly meetings and Board meetings and retreats
• Attendance at all official chapter activities and functions