

Vice President of Education

Reports to: Office of the President

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: Estimated 3 hours per week, not including board meetings/retreats & chapter events

Specific Responsibilities:

- Manage and supervise the Education Department, including the following Board positions:
 - Director of Programs
 - Director of Industry Alliances
 - Director of Leadership Development
- Oversight of the following chapter functions:
 - Quarterly Educational Programs
 - Cascadia Education Conference (CEC)
 - The Hive
 - Leadership Development
 - Advanced Planner Roundtables
 - Long-term Member Engagement
 - CMP Study Program
 - Ultimate responsibility for all chapter functions reporting to the Education Department and its Directors.
- Oversight of budget lines related to all Education activities.
- Develop and/or update annual Chapter Education Plan in accordance with chapter strategies and MPI standards.
- Create objectives related to Education to support the chapter's Strategic Business Plan.
- Supervise and assist in the certification of sessions at all chapter educational offerings. Ensure both compliance and tracking of EIC Clock Hours for all educational offerings.
- Collaborate with the Director of Industry Alliances to communicate all initiatives and objectives for The Hive and CEC to members.
 - Monitor sponsorships
 - Establish and monitor the event budgets
 - Focus on creating experiential design moments
 - Increase attendance at both events
- Collaborate with other Board members and Chapter Administrator to communicate both chapter and MPI Global education initiatives to members.
- Communicate strategic issues relating to education to Board of Directors
- Make strategic decisions in regards to education.
- Attend annual Chapter Business Summit provided and paid for by MPI Global.
- Train Education Department Directors and Committee Chairs with processes, procedures and tools to achieve committee objectives.
- The VP of Education will serve on the Board's Executive Committee.
- Keep current with industry standards, new education and content trends to enhance and improve chapter educational offerings and increase member engagement and satisfaction.