

## Vice President of Education

### Roles:

- Participate in the developing and executing the chapter's strategic and business plans
- Create goals and objectives for the HIVE and CEC and to support all involved committees
- Advise, support and develop event teams in executing initiatives and events
- Assist in the certification of sessions at both major events
- Communicate with members regarding all initiatives and objectives for the Hive and CEC
  - Monitor sponsorship efforts for both events
  - Establish and monitor the budget for both events
  - Focus on creating experiential design moments for both meetings
  - Increase attendance at both meetings

### Skills and Experience Required:

- Ability to manage, coach and mentor and provide leadership and direction for directors and volunteers
- Experience in project work with the ability to manage short term and long term projects
- Experience in event marketing
- Knowledgeable of the activities/affairs, by-laws, and policy and procedures of the chapter
- Willing to give the time, energy, talents & enthusiasm required to lead & manage the chapter

### Reports to: President

### Specific Responsibilities:

- Attend CBS – Chapter Business Summit provided and paid for by International
- Oversight of the following budget lines: CMP Study Group, Programs, Cascadia Educational Conference and Hive
- Develop annual education plan in accordance with chapter strategies and MPI standards
- Supervision of compliance and tracking of CIC clock hours for all education (Director of Programs/Speaker committee to submit forms to Org Support for processing)
- Oversees the CMP committee
  - Development/implementation of study group curriculum and coordination of CMP study group programs to coincide with CMP examination dates
  - CMP study group marketing efforts

- **Oversee Programs committee**
  - Secures speakers for programs, working with President and Finance team to execute contracts and payments
  - Planning and marketing efforts – assist Director/VP of Communications when needed
  - Assist Director of Procurement with program venue sponsors and executing contracts
- **Oversee Industry Alliance committee**
  - Attend meetings as requested
  - HIVE and Cascadia Committees
  - Secures venues, speakers for programs, working with President and Finance team to execute contracts and payments
  - Planning and marketing efforts
- **Create objectives to support the chapter's Strategic and Annual Business Plan**
- **Educate committee chairs with processes, procedures and tools to achieve committee objectives**
- **Keep current with industry standards and new ideas for educational opportunities that would increase member engagement and satisfaction**