

CMP Chair

Review of role, responsibilities and leadership attributes:

- Coordinate the CMP Testing Prep Sessions; liaison with CMP Committee members.

Reports to: VP Education

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

Time Commitment: 10 hours per month

Specific Responsibilities:

TIME FRAME	TASK	INDIVIDUAL RESPONSIBLE	CONSULTANTS / CONTRIBUTORS	RESOURCES
October	Coordinate the details for the December Test Prep Session in advance of the January Testing date: find location, write e-blast/marketing copy, work with Org Support to create registration website, and secure teachers	Chair		Prior e-blast, registration, etc.
November-December	Facilitate test prep sessions	Chair & Committee	CMP Class Teachers	Prior testing material
January	Find out who passed and submit names to the e-blast Committee	Chair		
March	Coordinate the details for the April Test Prep Session in advance of the May Testing date: find location, write e-blast/marketing copy, work with Org Support to create registration website, and secure teachers	Chair		Prior e-blast, registration, etc.
April - May	Facilitate test prep sessions	Chair & Committee	CMP Class Teachers	Prior testing material

May	Find out who passed and submit names to the e-blast Committee	Chair		
June	Coordinate the details for the July Test Prep Session in advance of the August Testing date: find location, write eblast/marketing copy, work with Org Support to create registration website, and secure teachers	Chair		Prior e-blast, registration, etc.
July - August	Facilitate test prep sessions	Chair & Committee	CMP Class Teachers	Prior testing material
August	Find out who passed and submit names to the e-blast Committee	Chair		
September	Coordinate the details for the October Test Prep Session in advance of the November Testing date: find location, write eblast/marketing copy, work with Org Support to create registration website, and secure teachers	Chair		Prior e-blast, registration, etc.
October - November	Facilitate test prep sessions	Chair & Committee	CMP Class Teachers	Prior testing material
November	Find out who passed and submit names to the e-blast Committee	Chair		