**Vice President of Education and Events**

Helps design a strategic Education and Events plan for the chapter.  Insures that the business plan's objectives set forth by the Board of Directors are met for the Education and Events Teams overall.  In addition to the Directors of Education and Events, the committees that fall under Education and Events are: Professional Development, Education Programs, Annual Event, Trade Show, Crab Feed, and Other Special Events.

*Time Commitment:*

* Regular attendance at monthly meetings and Board meetings
* Attendance at Two Board retreats
* Attendance at all official chapter activities and functions
* Potential attendance at Chapter Leadership Conference, as directed by President
* Committee activities (10 hours/month)

*General Responsibilities:*

* Submit agenda items and TSR reports for Board of Directors meetings in advance of meetings
* Report on the strategies, successes and challenges of assigned committees to Board of Directors
* Manage the budget line items for Monthly Programs & Workshops
* Ensure the fiscal responsibility of the committee(s) 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 that may be delegated by the President and/or Board of Directors