

# Director of Education

## Leadership Attributes

| <i>Management</i>   | <i>Leadership Skills</i>  |
|---|---|
| <ul style="list-style-type: none"> <li>• Create objectives to support the chapter’s Business and Strategic Plan</li> <li>• Educate committee chairs with processes, procedures, and tools to achieve committee objectives</li> <li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li> <li>• Coordination of all logistics of monthly meetings</li> <li>• Target incoming director from committees who report to you</li> <li>• Transition with incoming Director</li> </ul> | <ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Conflict/Resolution</li> <li>• Execution</li> </ul> |

### 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