**Job Description – Team: EDUCATION**

**Director of Education (EDU)**

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

**Eligibility:**

* Member in good standing
* Willing to give the time, energy, talents and enthusiasm required of the position
* Good organizational skills

**General Tasks:**

* 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 committees
* Submit TSR and Agenda items to the VP of Education 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 following budget line items: (list)
* **Income:**
* 120.1-Education Program
* 120.6-Education Cash Sponsorship
* **Expenses:**
* 262.01-Speaker Fees
* 262.02-Speaker Travel
* 262.04-Facility
* 262.05-Speaker Gift
* 262.06-EIC
* 262.07-AV
* 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
* Oversees Program Information Publication

**Specific Tasks:**

* Develop annual education plan in accordance with chapter strategies, MPI standards and MPI compliance requirements
* Ensure promotion of annual education plan - send speaker information to communications/marketing
* Provide Educational content to include speaker info, meeting locations, etc. to the communication team to promote monthly programming
* Liaise with MPI Global on educational opportunities available to the chapter and MPI speakers
* Ensure content of educational programs is considered to be relevant to all members, not solely to planners and not solely to suppliers
* Ensure content of educational programs is considered to achieve maximum attendance at programs/meetings
* Serve as primary point of contact with speakers to provide for their arrangements, including fee negotiation and transportation requirements
* Send contracts and LOA’s (letters of agreements) to VP of Education for approval and then to the MPI Chapter Administrator for signing of contracts.
* Send signed contracts back to speakers.
* Develop, implement and manage a system for providing CEUs at chapter educational programs and send  CEU request for each monthly program to EIC
* Submit articles for newsletter and website from speakers
* Complete your committee roster and submit to DLD by September
* In December when the Chapter has a Call for Nominations it is your responsibility to make an appropriate nomination(s) from your committee for any potential openings on the BOD team for the coming year (succession planning process).
* Submit Check Requests for Speaker fees, travel and misc. expenses
* Work with Strategic Alliance to review possible venue options to secure a location that matches Educational Program objectives.
* Upon receipt of Letter of Agreement (LOA) and Valuation Form from Strategic Alliance, begin planning logistics for upcoming program.
* Coordinate all logistics for monthly educational programs, including menu selection, audiovisual needs, room setup requirements, registration, hotel room arrangements.
* Oversee the registration process managed and facilitated by the Chapter Administrator for monthly educational programs.
* Develop, implement and manage a system of collecting and summarizing attendee evaluation; report summarized information to Board of Directors – **All survey links are current and in Google Drive for this summarization.**
* Create the “Show Flow” for the day to include timing of announcements, food service and speaker start and end time. This should be completed within one day of the distribution of the board packet
* Assist all committees to facilitate the production of their events.
* Complete your committee slate and submit to DLD by September.
* In December when the Chapter has a Call for Nominations it is your responsibility to make an appropriate nomination(s) from your committee for any potential openings on the BOD team for the coming year (succession planning process).
* Send all contracts, Letters of Agreements (LOA’s), Sponsor and Speaker Valuations to the MPI Chapter Administrator for signatures.
* Send all Venue/Catering Check Requests to VP of Finance for Approval who will copy MPI Chapter Administrator for a check (see MPI finance procedure in Drive).
* Send monthly program promotion template information to Communications for approval for the newsletter, website and online registration promotion (at least 45 days out with a 5 business day lead time for building registration for event).

**Reports to:** VP of Education

**Time Commitment:**

* Regular attendance at monthly meetings and Board meetings
* Attendance at Board retreats
* Attendance at all official chapter activities and functions
* Potential attendance at Chapter Business Summit, as directed by President
* Committee activities (8 hr/mo)
* Hours per month – 25 (excluding chapter meetings, board meetings and retreats)