

CHAPTER OFFICER POSITION DESCRIPTIONS

Vice President, Education

BASIC ROLE

This individual is responsible for planning and coordinating the education programs of the chapter. These are the formal seminars that focus on a specific topic. It may also include some responsibility for educational seminars sponsored by the state's Education Committee unless a separate person has been named. Build a strong committee by finding volunteers who have the passion and expertise for this area.

Specific Responsibilities

- In conjunction with your Board, determine the number and types of educational programs that will be conducted. The schedule should reflect a balance of offerings based on both educational content and geographic location.
- Consider which topics can be developed within the resources of your chapter, both in speakers and logistical costs.
- Closely work with your chapter's VP of Programs (if that's not you) in selecting meeting space, details of the meeting including meals, AV, rooms, etc.
- If there are any materials to be distributed, obtain them from the speaker and provide for duplication and distribution.
- As needed, coordinate seminars with staff at headquarters.
- In your chapter newsletter, be sure to have an announcement prior to the program date and a summary after the presentation to share its success with the members.
- Conduct an evaluation of the program at the end of the meeting to determine its success and provide input for future planning.
- As needed, attend and report to the Board on the success of your programs.