

**JOB DESCRIPTION
VICE-PRESIDENT, EDUCATION COMMITTEE CO-CHAIR**

General Description:

The Vice-President will lead in coordinating the Education Committee activities, mentored and assisted by the President-Elect as Co-Chair.

Term:

One Year

Time Commitment:

120 hours/year or 10 hours/month average with the majority of the hours spent in the 2-3 months leading up to the Spring and Fall Conferences.

Responsibilities:

- Co-chair, lead of the Education Committee, coordinating the planning and management of the chapter's two primary conferences each year (See Education Chair Procedures).
- Assist in development, update and support of the Chapter's strategic plan, goals and objectives, particularly through the chapter's education offerings.
- Ensure the quality of the education provided by the chapter and the satisfaction of the members so as to meet the chapter's goals at the national level. The goals that are tracked now in the Chapter Portal are Membership, Engagement, Member Value (Education Quality and Net Promoter Score).
- Work with the President-Elect and Secretary to develop the chapter's education plan for the coming year prior to LTC and populate the Chapter Success Plan.
- Mentor and assist the Secretary in planning and managing the Summer Road Show Outreach education.
- Assist on other committees as needed.
- Assist with chapter communications concerning education programs and events.
- Attend National LTC and all chapter events and board meetings.
- Volunteer on a committee to support the Western Region Symposium.