

Education Director

Director-At-Large; 1-Year Term

The Education Director is responsible for planning and executing educational programs throughout the year.

Duties and Responsibilities

- Attends all monthly board meetings, luncheon programs and other chapter events.
- Plans and executes educational programs throughout the year.
- Drafts a budget and conceptual plan of education initiatives for the upcoming year.
 - Should have an idea of programs for the year prior to first board meeting.
- Coordinates with the Communications Director and Outreach Director for any needed invitations or signage for educational programs.
- Secures speaker, venue, attendees, handouts, and food for educational programs.
- Prepares, distributes, and summarizes program evaluations for each educational event.
- Provides CEU documentation at meetings.
 - Works with trade associations (ex. AIA) for continuing education credits for attendees, if necessary.
- When available, participates in SMPS National Education Committee quarterly conference calls.
- Appoint a Chair and Co-Chair to manage the CPSM Study Group and get these individuals approved by the Board.
 - Oversee and facilitate and provide any feedback to the Board regarding study group.
 - Assist the Chair and Co-Chair, when needed.

Committee

The Education Director has a committee to assist in carrying out their duties and responsibilities.

Reporting

- File education report with National office by September 30.