

Position Title: **Education Chair**

Purpose

The Education Chair organizes all aspects of continuing education in the chapter. This includes researching, contacting, negotiating with and working out logistics of workshops to meet the CE Hour requirements of the AMTA.

Eligibility

The candidate must be a Professional member in good standing and sign the Chapter Volunteer Code of Conduct.

Accountability

The Chapter Education Chair is accountable to the Chapter Board and Chapter Members by virtue of appointment.

The Chapter Education Chair agrees to uphold and abide by Chapter Volunteer Code of Conduct.

Term of Office

The Chapter Education Chair shall be appointed every year.

Relationship

The Chapter Education Chair reports to (or occupies) the Board of Directors Board Member 1 position. (See the Board Member Job Description for more information).

The Chapter Education Chair works most closely with the Membership Chair and the Financial Administrator. The Chapter Education Chair also works with the Volunteer Management Chair to track and survey attendees. The Chapter Education Chair also communicates with other Board members as appropriate.

Responsibilities

1. Is a non-voting position.
2. Research and contact educators.
3. Negotiate contracts and logistics for classes.
4. Manage all NCBTMB paperwork associated with classes.
5. Create CE certificates for attendees.
6. Maintain records of classes and attendees.
7. Communicate class attendance numbers to the Volunteer Management Chair. Work with the Volunteer Management Chair on creating a post-event survey.
8. Attend all Chapter membership meetings.
9. Report to the Board Member 1 on activities one week prior to Board and Membership meetings.
10. Author newsletter articles once a quarter.

11. Identify, cultivate, and recruit future Chapter leaders.
12. Fulfills responsibilities as described in the Chapter Volunteer Code of Conduct.
13. Maintains orderly records of activities and timelines relevant to her/his position during their term and supplies the incoming Secretary with those records to ensure a smooth transition.
14. Must perform duties as described in the Orientation and Procedures Manual.

Time Commitment

The time commitment is approximately 6 hours per month, depending on Chapter activities.

Removal from Office

A Chair may be removed from appointment for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by Chapter Volunteer Code of Conduct.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board. The National Office must be contacted prior to Chapter Board voting on removal of a volunteer.