

**SECTION:** Executive Members

**ORIGINATED:** May 2019

**SUBJECT:** Job-Description, Education Co-Chair

**REVISION:**

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**POSITION:**

Education Co-Chair

**DESCRIPTION:**

1. The Education Committee Co-Chairs shall form a committee approved by the Executive to determine the educational needs of both IPAC-SWO members and non-members.
2. The Co-Chairs will oversee the planning and implementation of all webinars and education days through ongoing collaboration, designation of roles and responsibilities with the goal of ensuring successful education opportunities occurs.

**TERM:**

Two (2) years, maximum four (4) years

**RESPONSIBILITIES:**

1. Develop and organize the Education portion of IPAC-SWO Chapter Meetings.
2. Prepare, plan, organize and develop Education Committee meetings.
  - a. Create the agenda.
  - b. Delegate minutes duties and template availability on Gmail drive.
  - c. Co- Chairs rotate facilitating Education Committee teleconferences with goal of keeping allotted time for each teleconference.
  - d. Approval of agenda and previous minutes with action items to President for approval
  - e. Electronic distribution of approved agenda and previous minutes with action items to the Education Committee members before scheduled meeting.
3. Prepare, plan, organize and develop Education Days.
  - a. Create the agenda from input from the Education Committee meetings.
  - b. Seeks and establishes Speaker communication and formal details templates found in Gmail drive, and saved on the Gmail drive.
    - Speaker Letter template.
    - Speaker Confirmation including Biography, presentation materials, speaker expenses, Eventbrite codes, agenda timing.
  - c. Seeks and establishes Vendor participant and sponsor communication and formal details templates found in Gmail drive, and saved on the Gmail drive.

- Vendor cover letter.
  - Vendor confirmation letter including Eventbrite code, presentation materials (if required), agenda timing (if required).
  - Technology needs (electricity, WiFi, speaker system).
  - Send an electronic appointment to both the speakers and vendors to block the day which will include the address of the venue and contact numbers (cell phones) of the Co-Chairs.
  - Assign Co-Chair to work with vendors upon arrival and ensure membership visits vendor booth.
  - Once confirmed speakers and vendors established, ensure dissemination to Secretary, Social Media and Webmaster to develop and organize save the date flyer/ poster and Eventbrite link attached.
  - Delegate introductions and biography including thank you to education committee member.
  - Ensure thank you gifts and cards are distributed appropriately.
- d. Ensure venue details are established and contract is adhered to.
- Develop menu pricing and ongoing communication regards to menu selection and available dietary restrictions.
  - Communicate equipment, tables, seating chart, room layout, room table setup and linen expectations.
  - Establish and assign and validate IT/ AV capabilities and requirements and obtain additional equipment as needed.
  - Ensure contract and deposit is established via treasurer.
  - Communicate timeline of events to venue to ensure event runs according to agenda.
  - Wayfinding signage, reserved tables and vendor table assignments.
  - Inform president and president elect of constructive or negative feedback and escalate as necessary.
  - Decorate the room and tables for appeal.
- e. Ensure evaluation process is established and maintained.
- Provide evaluations to participants of educational sessions.
  - Collate and distribute evaluation results to the Education Committee members for review.
- f. Co chairs will update vendor and speaker letters as deemed necessary to ensure adherence to IPAC-Canada guidelines regarding vendor support.