

**Position Title:        Education Chair**

**Purpose**

**AMTA Chapter Committees are established to conduct ongoing work for the chapter.**

The Chapter Education Chair leads and facilitates the Education committee to support education efforts as directed by the Chapter Board and in accordance with National AMTA Policy.

**Eligibility**

- *Must be a Professional Member in good standing.*
- *Must sign the appropriate AMTA Volunteer Code of Conduct.*

**Authority**

The Chapter Education Chair is given authority through appointment by the chapter president and approval by the Chapter Board.

**Accountability**

The Chapter Education Chair is accountable to the Chapter Board of Directors and the membership through reporting activities.

**Term of Office**

The Chapter Education Chair term is one year. Chapter Board reviews all committee chair positions on an annual basis after Chapter Board elections are complete. The chapter president may choose to reappoint the incumbent or appoint a replacement with board approval through board vote.

**Relationships**

The Chapter Education Chair must work closely with Chapter Board members and appointees, and National AMTA staff where appropriate. The Chapter Education Chair also communicates with chapter members as appropriate.

**Responsibilities**

1. Support activities within the chapter at the direction of the Chapter Board
2. Understands and complies with National AMTA Bylaws and Policy
3. Attends chapter meetings and Chapter Board meetings, as needed/directed by the chapter president.
4. Accepts responsibilities delegated by the chapter President.
5. Completes and submits reports to the Chapter Board as requested.
6. Develop budget for committee and submit to Chapter Board for approval and inclusion in chapter budget
7. Respond to Association communications on a regular and timely basis via phone, e- mail, or other appropriate means as it pertains to their volunteer position.

8. Identifies committee members and requests approval from chapter president
9. Prepares and presents items to the Chapter Board
10. Ensures committee activities are completed
11. Ensures deadlines are met
12. Ensures that activities are completed within budget
13. Assigns work to committee members
14. Collaborate with other Chapter Committee Chairs as appropriate.
15. Is available to receive direct feedback from members for input.
16. Maintains orderly records of activities and timelines relevant to her/his position during their term and supplies the chapter with those records to ensure a smooth transition.
17. Is responsible for overseeing the contract process with event sites and educators, per AMTA National Policy.
18. Research and contact educators.
19. Negotiate contracts and logistics for classes.
20. Verify all credit courses are NCBTMB approved.
21. Create CE certificates for attendees, if needed.
22. Maintain records of classes and attendees.
23. Lead the Education Committee, which is any member in good standing whom volunteers to help the Education Chair run any education event.
24. Communicate class attendance numbers and volunteers who helped on Education committee to the Secretary. Work with Board Member 2 on creating a post-event survey.
25. Communicates schedules and details to the Board Member 2 so that appropriate messaging can go on the web site, eblasts, and Facebook posts.
26. Ensures that registration for AMTA Members for all events is set up in CVENT.
27. Report to the Board Member 1 on activities one week prior to Board and Membership meetings.
28. Author eblasts as needed.
29. Identify, cultivate, and recruit future Chapter leaders.
30. 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.
31. Must perform duties as described in the Chapter Orientation and Procedures and Policy Manuals.

### **Time Commitment**

The time commitment is approximately 6 hours per month. Time commitment may be considerably greater for short durations depending on chapter activities / events.

**Vacancy**

In the event of a vacancy, the chapter president shall appoint, and the Chapter Board shall approve a new Education Chair

**Removal from Office**

Removal shall occur in accordance with AMTA bylaws and policy.