

Director of Special Educational Projects

Category: Education

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Education

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills and favorable emotional intelligence capabilities

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for the following budget line items:
 - **MEETING REVENUE**
 - **Education Days (April)**
 - **Sponsors (April event only)**
 - **Great Lakes Education Summit**
 - **MEETING EXPENSE**
 - **EDUCATION DAY (April)**
 - **Great Lakes Education Summit**
 - **CMP 101**
- Identify, recruit and train Committee Chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors *Specific*

Responsibilities:

- Set revenue goals and attendance goals for Special Education Projects
- Recruit members for April Education and Great Lakes Education Summit teams
- Oversee team that will coordinate all logistics for education conference (April), including menu selection, audiovisual needs, room setup requirements, registration, and hotel arrangements
- Serve as Board Liaison for Great Lakes Education Summit, work with partner chapters to determine budget, build team, solicit sponsorship, secure speakers, logistical planning and etc
- Ensure promotion of special educational programs
- Approve final registration process for education conference (April)
- Review and approve evaluation information from MDS for both educational projects
- Assist VP Education with speaker selection and contracting as directed. Coordinate with Speaker Liaison for assigned events.
- CMP/CMM
 - Develop and implement study group curriculum and coordinate CMP 101 study group program
 - Submit articles for newsletter and website communicating availability of study groups, deadline dates and exam information
 - Ensure promotion of CMP/CMM activities

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at two Board retreats (2 days each)

Job Description

- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President
- Committee activities (8 hr/mo)