



1. PURPOSE

The purpose of this procedure is to outline the functions performed by the VP-Education the Chapter. This policy provides an overview of the Chapter's educational function.

2. PHILOSOPHY

The overall mission of the VP-Education is to schedule, promote and coordinate the Chapter educational offerings with the exception of the Professional Development Meetings (PDM), which is done by the VP-Programs. This policy is intended to ease the transition between the out-going and incoming VP-Education from BOD year to year.

3. SCOPE

This policy defines the activities performed by the VP-Education or his/her designees. The intent of this policy is to provide as complete a picture as possible of the VP-Education's function; however, it is not all-inclusive and may not include some minor functions.

4. PROCEDURE

a) The VP-Education performs the following duties.

1. Attends Chapter BOD meetings.
2. Updates the BOD with the issues and status of the Education function at monthly BOD meetings.
3. Provides status and reports as necessary to support Chapter Passport objectives. One key report in this regard is the Key Indicators.xls file.
4. Creates an annual budget and strategic plan and reports regularly on the progress to those plans.
5. Provides advice and assistance concerning education-related matters to other BOD members and/or other Chapter members.
6. Creates and maintains the Chapter's procedures, and forms for the Education function.
7. Serves as liaison to the Chapter administrative support services on such matters as newsletter, publicity, website updates, and course registrations.
8. Schedules educational offerings up to one year in advance and insures all website and newsletter publicity is up-to-date.
9. Secures instructors for educational offerings and insures that instructors have all materials needed to conduct the class including, but not limited to, materials, rosters, and certificates of completion.
10. Insures that course participants are provided with a survey to provide feedback on the course and instructor.
11. Secures adequate facilities required to deliver the Chapter's educational courses and seminars.



12. Determines pricing for new and/or existing educational offerings. Provides input in this regard to Policy 04-005 Fee Schedule.
13. Evaluates Chapter-provided instructor materials for content and strives to provide up-to-date materials. Maintains accountability for Chapter-owned materials.
14. Make final decision on class offerings, cancellations, and locations.
15. Respond to telephone, email, or written correspondence in a timely manner.
16. Work with the Academic Liaison of the local university (ASU), local professionals, and other local professional societies/organizations to constantly evaluate, develop, and provide on-going educational offerings that advance the knowledge base of the membership.
17. Assist other BOD members as necessary to support their objectives.
18. Attend at least one region meeting during the BOD year.
19. Appoints, defines and directs the activities of any directors and/or chairpersons.
20. Assures that volunteers working are appropriately recognized and/or rewarded.

5. ATTACHMENTS / OTHER CLOSELY RELATED POLICIES / PROCEDURES

a) Attachments.

None

b) Closely Related Policies / Procedures / Documents

1. Policy 01-004 Chapter Policies and Procedures, Current Revision.
2. Policy 02-010 Phoenix Chapter – Administrative Service Provider Interface, Current Revision.
3. Chapter By-Laws, Current Revision.
4. All other policies and procedures in the Education function.

6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY.

VP-Education.