

EDUCATION VICE CHAIR
CFRE
Job Description

Length of Term: 1 year

Average Time Commitment per Month: 10-12 hours

Overview: The Education Vice Chair (CFRE) is responsible for promoting and informing membership of CFRE certification opportunities, coordinate related activities and devise methods that will achieve chapter member certification goals.

Responsibilities:

- Establish and maintain a diverse CFRE Education Committee of no less than two additional members.
 - The CFRE Education Committee shall plan informational sessions for those interested in obtaining certification
 - The Committee shall secure the location for all sessions and make all arrangements for sessions.
 - Responsibilities include; secure and coordinate educational speaker/programs for sessions arrange all audio/visual needs, introduce/host the speaker and coordinate all follow up of speaker including thank you's.
- Provide materials to Communications Committee to promote the sessions/speaker.
- Promote and inform membership of CFRE certification opportunities and coordinate related activities.
- Maintain AFP Oklahoma's library of CFRE Review Books and materials
- Be an AFP member in good standing;
- Attend all board meetings;
- Transfer, upon resignation, all records to successor

Other Resources Available from AFP Global

[Resources for Education/Professional Development Chairs](#)