

**EDUCATION VICE CHAIR
PROGRAMS**
Job Description

Length of Term: 1 year

Average Time Commitment per Month: 10-12 hours

Overview: The Education Vice Chair (Programs) is responsible for securing and coordinating educational speakers/programs for the monthly Community Calls or Luncheons.

Responsibilities:

- Establish and maintain a diverse Education Committee of no less than two additional members.
 - The Education Committee shall plan 10 lunch meetings per year
 - The Committee shall secure the location for all meetings and make all arrangements for meetings.
 - Responsibilities include; secure and coordinate educational speaker/programs for 10 monthly lunch meetings (excluding the months of July and NPD month, usually November); 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 speaker.
- The focus of these meetings shall be networking, relationship building and sharing of best practices.
- Coordinate all additional educational opportunities, including but not limited to audio conference sessions.
- Seek the input of membership on educational needs and the satisfaction of speakers, meeting location, etc. on an annual basis. The topics pursued shall be in accordance with the membership survey and in collaboration with the general membership.
- 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](#)