

JOB DESCRIPTION

JOB TITLE: Director, Education and Meetings :

Job Summary

Responsible for the annual meeting; contract management of affiliated meeting and other association internal/external meetings. Responsible for the Continuing Education Programs: annual meeting, non-annual meeting road-courses and symposia, distance learning programs and contract training. Responsible for strategic plan implementation and CE and Meetings annual budget.

TASK DESCRIPTION

Oversee the annual meeting and contracted meeting in all areas including:

- Program development reflective of evolving profession
- Exhibit and sponsorship program sales
- Site selection of future annual meeting in conjunction with Board approved rotation schedule
- Contractor selection, budgeting, management and contract negotiations
- Administration of housing block
- Development of new service technologies for attendees
- On-site operations: registration, VIP management, bussing, Opening Sessions, etc.
- Historical attendance tracking and reporting; evaluative reports, recommendations, planning
- Committee, staff, member, vendor interaction and liaison activities
- Strategic, operational and budget planning/development and implementation Direct Continuing Education Programs and Activities
- Identify, produce, deliver timely, quality CE programs/services reflective of the profession
- Implementation and continual development of road-course and symposia program
- Development and implementation of contract training program
- Development of distance learning initiatives
- Committee, staff, member, internal/external liaison activities
- Responsible for off-site and in-house meetings and conferences
- Annual Leadership Workshop in conjunction with membership department
- Various internal/external meetings as required by committees, etc.