Dietitians in Business & Communications (DPG-32) Position Description

TITLE: CHAIR, EDUCATION

TERM: One Year; Appointed by Chair or Chair Elect, Non-voting member of the DBC Executive Committee.

PURPOSE: Manage the educational offerings to members.

REPORTS TO: Chair and Chair Elect

REPORT FREQUENCY: Monthly and Annual Report

RESPONSIBILITIES:

1. Develop and launch an education plan for the year with activations based on member interest, Plan of Work and the Strategic Plan.
   a. Member interest for activations to come from the most recent member survey, Performance Indicator/Learning Needs Code Analysis from the Academy, and/or member feedback.
2. Create an educational calendar for the current membership year and into the upcoming term.
   a. Refer to the current year program of work, budget, and DBC’s strategic plan for direction regarding educational offerings.
3. Develop (as needed) an Education Committee to support the work of educational offerings.
4. Work with the DBC Chief Administrative Officer on scheduling and administering educational offerings.
5. Submit CPE information to the Academy for approval.
6. Support the goals of DBC and the work of the Executive Committee.
7. Maintain files and send pertinent materials to the next Education Chair.
8. Keep records of all expenses incurred in the performance of responsibilities and submit expense reports to the Treasurer in accordance with fiscal policy and procedure.
9. Complete other duties as mutually agreed upon.

See webinar checklist for details on timeline and responsibilities for each webinar.