

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

Education Director

Title	Education Director	Education Committee	Leadership Cultivation Programming Director
Term	One Year; Appointed by Chair or Chair Elect, Non-voting	One Year; Appointed by Education Chair or Chair Elect, Non-voting	One Year; Appointed by Chair or Chair Elect, Non-voting
Purpose	Lead and manage the DBC education program.	Support the Education Director in coordinating and executing DBC educational offerings to members.	Develop, lead and manage DBC Leadership professional development programming.
Reports To	Chair and Chair Elect	Education Director	Education Director
Oversees	Education Committee, Leadership Cultivation Programming Director		
Communicates with	Executive Committee, Research and Analysis Director, Marketing and Communications Committee, Inclusion, Diversity, Equity and Access Liaison, DBC Manager	Executive Committee, Marketing and Communications Committee, DBC Manager	Executive Committee, Education Committee, DBC Manager
Report Frequency	Monthly and Annual Report	Contributes to Monthly Education Committee Report as needed	Monthly and Annual Report

RESPONSIBILITIES:

1. With input from Research and Analysis Director, develop and launch an education plan for the year and into the next term with activations including webinars, masterclasses, and/or workshops based on member interest, the Plan of Work, the Strategic Plan, and the fiscal year budget (Member interest for activations to come from the most recent member survey, Performance Indicator Analysis from the Academy, and/or member feedback).
2. Launch a “Call for Education Proposals” and lead proposal evaluations based upon member interest for inclusion into the educational plan and calendar.
3. Moderate (introduce speaker and assist with Q&A) webinars and other educational events as needed.
4. Oversee Education Committee and delegate responsibilities including speaker management and guidance, CPE application submission, slide deck content review and approval, etc, to execute educational offerings.
5. Work with DBC Administrator on scheduling and administering educational offerings.
6. Work with Marketing and Communications team to promote upcoming and archived educational offerings.
7. Assist Leadership Cultivation Director in evaluating Leadership team professional development needs and developing annual Leadership Training programming.
8. Develop and manage a Business Skills Toolkit program.
9. Participate in Executive Committee meetings.

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10. Support the goals of DBC and the work of the Executive Committee.
11. 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.
12. Review and propose updates to the job description and work plan timeline annually, maintain files in Basecamp, and assist in training successor.
13. Complete other duties as mutually agreed upon.