

SMPS Chapter Education Director Job Description

The director of education is responsible for planning and organizing educational events of the chapter.

DUTIES AND RESPONSIBILITIES

- Attends all monthly board meetings and monthly luncheon programs
- Prepares annual educational report for SMPS National, due Sept. 30
- Provides CEU documentation at meetings.
- Prepares, distributes and summarizes program evaluations for each educational event
- Develop and plan training tracks for marketing and business development
- Coordinate senior-level professional training
- Organize one day-long educational workshop in conjunction with board
- Evaluate program and report results to the board
- Report to AIA on credits