

## Education Chair Job Description

This person organizes the annual local conference. It is held during July or August currently. The education chair finds a site to host, 2 leaders to lead 2 workshops each, and meals. Sometimes a keynote speaker or roundtable might be desired. In 2010, we are hosting our first job fair.

Specific duties include the following:

- Determine courses to be offered, select workshop leaders, and set date.
- Communicate with national AMWA office regarding conference details (date, brochure, course handouts, and online registration form).
- Prepare brochure and publicize the conference in advance of registration.
- Work with Web chair regarding communication to chapter about date registration opens, online registration logistics, and posting of brochure.
- With the assistance of the Web chair and treasurer, compile a list of course registrants.
- Answer any questions potential registrants have regarding the conference or direct the individual to the appropriate board member, if necessary.
- Communicate with workshop leaders about conference details, including schedule of courses, transmission of homework to travel, housing, and meals, room set up, confirmation of final class lists, preparation of course handouts, and honoraria.
- Arrange conference rooms, food, signage, access to site if required, and prepare payment as needed with the assistance of the treasurer.
- Create all materials related to the conference, including registration packets, name tags, etc.

Timeline for organizing an annual local conference:

- January – Contact workshop leaders and find space for conference.
- January or February – Work with national and the PR chair to promote conference.
- February or March – Work with web chair to develop online registration.
- February – E-mail blast to chapter to save the date.
- April or May – Begin registration. Ensure there is time for homework completion.
- Ongoing – Respond to queries; have directions linked; have alternate payment option to credit card. Help leaders to coordinate their travel, taxis, and hotel. Work with treasurer to reimburse.
- July or August – Have support people if needed for registration, setting up food, directing people on site.
- Night before the conference – Dinner with workshop leaders and board members.
- Day of the conference – Enjoy your hard work.

Detailed information regarding the conference is in the AMWA Chapter Conference Handbook.