

Education

The Education Director is responsible for providing timely and quality continuing education opportunities to chapter members at regular chapter meetings and one-time events that may be offered.

Specific Responsibilities

- Responsible for selecting content, topics, and speakers for the DFW chapter meetings.
- Ensuring program material is pertinent to all members.
- Development of a budget for the directorship and proposal to the board of directors for approval
- Management of chapter meeting expenses within the budget approved by the board of directors.
- Coordinate with speakers to ensure presentation information, materials and marketing information is received and provided to the DFW Executive in a timely manner
- Oversee the work of the education committee.
- Attend monthly board meetings and chapter activities.