



Education Chair

Organization: PPOC-AB North/Central/South Branch

Location: Alberta, Canada

General Function

The Education Chair is an elected position to oversee the development of an educational program including content for the general branch meetings of each calendar year.

Organizational Relationship

Accountable to: Branch Chair

Functional Relationship with: Committee Chairs, Ad Hoc Workshop Organizers

Service Merits: up to 20 merits

Contributions & Expectations

- Be knowledgeable of the PPOC National By-Laws and Policies Manual.
- Arranges for educational speakers for approximately 8-10 Branch Meetings. Members from other Alberta Branches can be invited to participate in any virtual presentation.
- Can initiate workshops.
- Can collaborate and coordinate with another member creating and running a workshop.
- Will take suggestions and recommendations from the Branch Board on speakers. Must get budget approval on expenditures.
- Arranges speaker introductions.
- Co-ordinates hardware/software needs of speakers with meeting room electronics or online room links. Can market meetings and speaker with expense approval.
- Must attend a minimum of 75% of Branch Executive meetings, participate, submit reports, either verbally or written as requested by chair.

Voting Limitations

The Education Chair is not a member of the Executive and hence will not vote on governance issues. The position does vote on all operational related issues and has a major impact on educational events.



Skills:

- Have good listening, organizational and communication skills.
- Be aware of meeting rules of order.
- Familiar with the PPOC By Laws and Policies Manual
- Comfortable approaching people to speak, checking qualifications and quality of presentations.
- Be comfortable speaking in front of groups
- Be able to negotiate speaker contracts if needed
- Able to work with computer setups, online forums and speakers logistic needs.