



RUM RIVER CHAPTER AACN

Job Description

Title; EDUCATION CHAIR

2 year position – APPOINTED POSITION

Responsibilities:

1. Coordinates selection of topic areas for the upcoming chapter educational events
2. Reserves rooms for all chapter educational activities including annual Nursing Congress
3. Reserves required AV equipment based on need of speaker (laptop, LCD, projector, overhead viewer) and is knowledgeable about set up and basic troubleshooting
 - a. Attends educational events and sets up AV equipment and introduces speaker
4. Makes contact with prospective speakers and finalizes all arrangements including acquiring lecture handouts ahead of time for printing
 - a. Collaborate with RRC Treasurer regarding AACN tax form for speakers
5. Create, distribute, and post educational event notices
 - a. Fliers and brochures
 - b. Submitting fliers and brochures to Newsletter Editor and Webmaster
 - c. When appropriate submit educational programming information to national and local publications
6. Constructs educational CEU
7. Provides the Board of Directors with evaluation feedback regarding educational programming.
8. Conducts needs assessment surveys as needed for educational planning
9. Attends all Board meeting as voting officer

Revised/Reviewed: 8/2007; 5/2009; 8/2010

Board Approved: 8/2010