

## Vice President of Education

### Job Description



<b>Purpose:</b>	Along with President-Elect, Section Leaders and Education Committee Members, research and develop high quality educational programming for the Membership.						
<b>Term of Service:</b>	Two Years (April 1 – March 31)						
<b>Status:</b>	Executive Board Member						
<b>Board Responsibilities:</b>	<p>Submit monthly activity report with any action items and supporting materials via e-mail to President and Chapter Manager when requested.</p> <p>Work with President and Board to fulfill requirements for Presidents' Award of Excellence.</p> <p>Attend and participate in monthly Board meetings.</p> <p>Attend Annual Board Retreat.</p> <p>Participate actively in New Member Mentoring Program.</p> <p>Participate actively as a Business Partner "buddy".</p> <p>Attend a minimum of five Chapter events throughout the year.</p> <p>Recruit Education Committee members from the Chapter membership.</p> <p>Find your replacement.</p>						
<b>Responsibilities of the Position and Committee you oversee:</b>	<p>Work with President-Elect, Section Leaders and Education Committee to research and develop high level educational content for the membership including the following signature events: January Chapter Meeting; March Passing of the Gavel and Chapter Meeting; October Law Firm Leaders Dinner and Reception</p> <p>Develop and facilitate the Annual Education Summit, bringing Board, Education Committee and Section and Committee Leaders together to help develop content for educational meetings throughout the year.</p> <p>Work with PSALA Managing Editor to write an article for publication in the Chapter's bi-monthly Soundings Newsletter.</p> <p>Work with Chapter Manager to develop communications around Chapter events and Law Firm Leaders dinner information to the membership.</p> <p>Develop annual Chapter Year-at-a-Glance Education Calendar.</p> <p>Help develop and plan special educational programming events throughout the year as approved by the Board (ex. Business Skills for Attorneys series)</p>						
<b>Service Benefit:</b>	<p>National, Regional, or Specialty Conferences: \$750.00 total annual allowance toward registration, transportation and lodging expenses only.</p> <p>Chapter Leadership Institute: Up to \$1500.00 total annual allowance toward registration, travel and lodging expenses only.</p> <p>Chapter-provided allowances not used in the current chapter year will be forfeited. If unable to attend a chapter-paid conference in the current board year, the Executive Board may determine an appropriate replacement attendee from the Extended Board and/or Committee Members.</p> <p>Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.</p>						
<b>Committee Responsibilities:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Chair</td> <td>Education Committee</td> </tr> <tr> <td>Member</td> <td>All Sections and Extended Board Committees</td> </tr> <tr> <td>Member</td> <td>Diversity and Inclusion, Budget and Law Firm Leaders Dinner Committees</td> </tr> </table>	Chair	Education Committee	Member	All Sections and Extended Board Committees	Member	Diversity and Inclusion, Budget and Law Firm Leaders Dinner Committees
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