

Vice President of Education
Job Description



Purpose:	Along with President-Elect, Section Leaders and Education Committee Members, research and develop high quality educational programming for the Membership.						
Term of Service:	Two Years (April 1 – March 31)						
Status:	Executive Board Member						
Board Responsibilities:	<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>						
Responsibilities of the Position and Committee you oversee:	<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>						
Service Benefit:	<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>						
Committee Responsibilities:	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%; border: none;">Chair</td> <td style="border: none;">Education Committee</td> </tr> <tr> <td style="border: none;">Member</td> <td style="border: none;">All Sections and Extended Board Committees</td> </tr> <tr> <td style="border: none;">Member</td> <td style="border: none;">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
Chair	Education Committee						
Member	All Sections and Extended Board Committees						
Member	Diversity and Inclusion, Budget and Law Firm Leaders Dinner Committees						