



EDUCATION CHAIR Job Description

The Education Chair shall:

- Establish and maintain a diverse Education Committee of no less than two additional members.
 - The Education Committee shall plan nine lunch meetings per year; The Committee shall secure the location for all meetings and make all arrangements for meetings.
 1. Responsibilities include; secure and coordinate educational speaker/programs for nine monthly lunch meetings (excluding the months of July, October and December); arrange all audio/visual needs, introduce/host the speaker and coordinate all follow up of speaker including thank you's.
 2. Provide materials to Public Relations Committee to promote the speaker.
 3. The focus of these meetings shall be networking, relationship building and sharing of best practices.
 4. Promote and inform membership of CFRE certification opportunities and coordinate related activities.
 5. Coordinate all additional educational opportunities, including but not limited to audio conference sessions.
 6. Seek the input of membership on educational needs and the satisfaction of speakers, meeting location, etc. on an annual basis. The topics pursued shall be in accordance with the membership survey and in collaboration with the general membership.
- Make and coordinate the arrangements for the AFP monthly luncheon;
- Be an AFP member in good standing;
- Attend all board meetings;
- Transfer, upon resignation, all records to successor;
- Make a personal financial commitment to the AFP Foundation through the Every Member Campaign.