



## Board of Directors Position Description

<b>Position</b> Member Education Director	<b>Prepared By</b> Larry L. Reynolds	<b>Date Prepared</b> 04/19/2017 05/03/2017 Rev. 1 06/24/2017 Rev. 2 01/18/2018 Rev. 3
<b>Duties</b> <ol style="list-style-type: none"> <li>1. Attend all Chamber board meetings.</li> <li>2. Provide a monthly report on education activities at the monthly Chamber board meeting.</li> <li>3. Attend all Chamber general meetings.</li> <li>4. Read annually and become familiar with the <i>Bylaws</i> and <i>Member and Employee Handbook</i>.</li> <li>5. Recruit volunteers from the membership to form a committee to assist with assigned duties and activities.</li> <li>6. Prepare an annual member education needs survey to determine education needs and interest and coordinate with the Chamber Coordinator to distribute the survey to all members.</li> <li>7. Work with the Chamber SCORE mentor to develop a list of education topics.</li> <li>8. Promote attendance by Chamber members at SCORE classes.</li> <li>9. Promote Chamber members use SCORE webinars and on-demand courses.</li> <li>10. Coordinate with local community college education directors to promote business-related courses and seminars to the members and set up special member seminars.</li> <li>11. Research and maintain a contact list of potential subject matter experts to teach courses to Chamber members.</li> <li>12. Locate and maintain a list of meeting venues that can be used for training.</li> <li>13. Set up an annual schedule of training sessions as determined by the annual survey.</li> <li>14. Coordinate with the Chamber Coordinator to obtain a venue for each specific training session as required.</li> <li>15. Obtain the annual schedule for the New Kent University and coordinate with the Chamber Coordinator to promote attendance by Chamber members with a Constant Contact e-mail blast.</li> </ol>		