

TITLE OF POSITION	Continuing Education (CE) Chair
ELECTED OR APPOINTED	Appointed
DURATION OF POSITION	One (1) year term
TERM OF OFFICE	June 1 to May 31
VOTING/NONVOTING	Non-voting
REPORTS TO	President-elect
EXPECTED TIME COMMITMENT	Average of two (2) to four (4) hours per month
BY LAWS	Article VII. Structure of Governing Board, Section 1; Article IX. Standing Committees, Section 1
PURPOSE OF THE POSITION	Provides organizational, logistic, and administrative support to the Regional Directors in planning and executing statewide programming. Position also serves on the annual Nominating Committee.

#### AN IDEAL CONTINUING EDUCATION CHAIR

- Has a willingness to learn and fulfill all duties of the Continuing Education Chair position.
- Has organizational and critical thinking skills needed to guide the creation of an annual, statewide calendar of continuing education events.
- Has communication skills needed to lead a team of 4 Regional Directors in planning, coordinating and executing events within their regions.
- Has a willingness to maintain regular and frequent communication with the MOAND Board of Directors and Executive Director to ensure smooth execution of events.
- Has an established network of affiliate members and, as a member of the Nominating Committee, is comfortable asking members to volunteer for positions.

#### CONTINUING EDUCATION CHAIR RESPONSIBILITIES

- Attend all meetings of the MOAND Board of Directors.
- Provide guidance and leadership to the Regional Directors to assure a coordinated statewide event plan that includes opportunity for participation by all members.
- Attend monthly calls with Regional Directors to ensure all regional CE and networking events are being planned accordingly.
- Provide MOAND Executive Director a calendar with all CE and networking events.
- Work with MOAND Executive Director on securing sponsorship for CE and networking events.

## NOMINATING COMMITTEE RESPONSIBILITIES

- Learn about each position on the ballot and what appointed positions will need to be filled for the next fiscal year.
- Recruit candidates for the elected positions that will appear on the ballot.
- Provide recommendations for next year's appointed positions to current President-elect.
- Share in the responsibility of personally notifying each candidate of election results.

## TRAVEL REQUIREMENTS

- Attendance at Board meetings may require some travel.

## BENEFITS IN VOLUNTEERING FOR THIS POSITION

- Gain event-planning experience.
- Gain experience in leadership with committee management.
- Expand professional network with affiliate members.
- Impact the future of the affiliate and profession by assisting with recruitment of future leaders.

## WHAT CONTINUING EDUCATION CHAIRS CAN PLACE IN THEIR RESUME

- Lead a 5-person team in planning and executing \_\_\_ professional education events per year.

## LEADERSHIP ADVANCEMENT

- Continuing Education Chairs, if desiring further and continued involvement, could advance to other elected positions to the board.