

Position:	Revision:
Director of Education	07/01/07
Classification:	Appointment Method:
Chapter Officer	Appointed

DEFINITION:

The Director of Education of the Mid-Florida Chapter is responsible for the coordination of educational courses, seminars, and webinars.

PRIMARY RESPONSIBILITY:

The Director of Education is primarily responsible for coordinating education activities for the APICS Mid-Florida Chapter.

SPECIFIC DUTIES:

1. Develop and maintain education course, seminar, and webinar schedule.
2. Determine resource requirements and provide input to chapter budget and strategic planning processes and to achieve highest points for C-bar..
3. Create, adhere to, and monitor financial performance against budget.
4. Analyze effectiveness of each instructor and course based on the evaluation forms.
 - a. Report the results of the education activity and instructor to the BOD.
5. Stay current with education updates through APICS headquarters.
6. Facilitate education and committee meetings.
7. Manage committee development (Recruiting/Mentoring/Measure of Performance (MOP)).
8. Analyze the demand and supply of education courses and develop a plan to maintain an adequate supply of instructors.
9. Coordinating the communication of the courses through the website, the Director of Marketing, and other communication tools used by the Chapter
10. Present/distribute education report at every BOD meeting.
 - a. Metrics to include, but not limited to instructor evaluation report, educational courses/webinars/seminars scheduled and completed,
11. Present education plan at end of year transition meeting.
12. Coordinate the communication of the courses through the website, the Director of Marketing, and other communication tools used by the Chapter
13. Communicate closely with Director of Marketing to integrate efforts.
14. The Director of Education is responsible for managing the course logistics which includes the following.
 - a. Scheduling the courses
 - b. Coordinating instructors

- c. Arranging course locations
 - d. Registering attendees
 - e. Ordering material
 - f. Receiving course payments
 - g. Providing reconciliation reports on registrations, revenue and profit sharing
15. APICS certification strongly desired.
16. Be a member of APICS officer list serve and other APICS e-mail correspondence related to education.

REQUIRED SKILLS/CAPABILITY:

- 1. Ability to work with the BOD
- 2. Communications ability including phone, e-mail, Internet
- 3. Access to computer with Microsoft Word, Excel, PowerPoint, and Access programs
- 4. President and President-Elect Chapter Leadership Handbook review
- 5. Willingness to learn how to run a nonprofit business
- 6. Leadership, motivation, delegation, teambuilding, communication, organization, project planning, negotiation
- 7. Familiarity with APICS body of knowledge
- 8. Public speaking and presentation skills
- 9. APICS Certification preferred.