BOARD OF DIRECTORS – POSITION DESCRIPTION

Continuing Education Director

Revised January 2020
A Director Position serving under the Board of Directors, Executive Committee

**Purpose**

The Continuing Education Director collaborates with SAGE (Strategic Advisory Group on Education), general membership, Board and staff to ensure that PNW-ISA’s education programs meet member needs throughout the Chapter.

**Term:**

- An elected position by the Membership. Elections for Program Director positions are held at the Chapter’s Annual Training Conference (ATC) every odd numbered year.
- 2-year term (maximum of 2 additional terms, for a total of 3 terms, or until a successor has been elected)

**Annual position requirements:**

- The Education Director serves as the Chair and Board Liaison to SAGE.
- Oversee an annual review of the Chapter Education Plan, and collaborate with SAGE to provide recommendations to update the plan.
- Oversees and monitors the implementation of goals and objectives from the Chapter Education Plan.
- Update SAGE Purpose and Scope document as needed.

**Key Documents:**

- Chapter Education Plan
- SAGE Purpose and Scope

**Committees:**

- SAGE