**Education/Professional Development Chair Job Description**

This is a general job description of the duties of the role of chapter education/professional development chair. Chapters are encouraged to customize chapter leader job descriptions for their particular needs.

Specific duties include, but are not limited to:

* Report to the Chapter President, Board of Directors and membership at regular intervals
* Prepare and execute a plan for monthly chapter programs
* Coordinate with the Diversity Chair to provide cultural diversity and programs for members of all types
* Recruit members for the Education/Program Committee
* Encourage involvement of members in chapter programming
* Use the Chapter Education Program Planning Guide found in Section XIV of this manual titled Program Materials & Manuals
* Work with other committee chairs (Ethics, Government Relations, etc) to ensure that programs are presented in these areas at least once a year
* Develop programs that respond to the educational needs of chapter members and others in the community
* Maintain program records including description, speaker, attendance, evaluation and revenue
* Work with the Communication Chair and Newsletter Editor to publicize programs
* Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term