



POSITION DESCRIPTION
MINNESOTA EMPLOYEE RELOCATION

Title: Education Chairperson

Objective: To provide service and leadership for the membership of the organization, supporting the organizational goals of (1) providing forums for the open exchange of information; (2) education; (3) encourage cooperation; and (4) support the professional network.

Term: One Year

RESPONSIBILITIES:

- Coordinate with the Web and Membership Chairs the planning for designated general membership (corporate and service) meetings
- Recruit committee members, as needed
- Attend Executive Board meetings
- Coordinate with conference committee on sessions and topics
- Network with other regional groups in order to source potential topics and sessions
- Build relationship with the ERC to coordinate approval for CRP credits and potential speakers and topics
- Send out meeting notice two weeks in advance of the meeting
- Arrange for audio visual needs of the speaker(s)
- Coordinate the preparation of meeting materials
- Document to the Membership Chair the attendance for each meeting

QUALIFICATIONS:

- Corporate or service member, in good standing