



## Position Description

### Education Director

#### Portfolio: Education

The Education Director coordinates activities related to education, professional development, programs, workshops and other events that serve to develop and educate the membership. In addition, the Education Director oversees CCCEP accreditation and maintains the Moodle platform.

#### Primary Responsibilities:

- Plan different types of education events/module development, including author recruitment and CCCEP accreditation.
- Maintain a pool of CE reviewers and engage them as needed.

#### All board members are responsible to:

- Prepare for and attend board meetings and the annual general meeting.
- Report on the status of assigned initiatives and keep the board apprised of completed work.
- Recruit, chair or liaise with committees in order to achieve initiatives.
- Prepare blog submissions to communicate with the membership.
- Approve an annual budget and ensure expenditures are within the budget.
- Develop and/or maintain policies for governing the Society.
- Represent PTSA at various functions.
- Assist the transition of successors.