

Education/Program Committee Leadership Job Description

General Description

The Education/Program Committee is responsible for planning and coordinating all chapter educational sessions, including speakers and program write-ups. The Education/Program Committee will include a Chairperson and a Co-Chairperson. The Chairperson will chair the committee. The Co-Chairperson will chair the committee the following year.

Goals, Objectives and Responsibilities:

- ✚ Plan and organize all webinars and in-person events for the year.
- ✚ Facilitate coordination of topics on weekly planning conference calls.
- ✚ Obtain approval for any education program expenditures from the Board before financially committing the chapter.
- ✚ Provide promotional material for use in education announcement at least eight (8) weeks prior to each webinar and/or in-person event. Included should be: Webinar/In-person event title, date, time, presenter(s) and a one paragraph session description.
- ✚ To schedule webinars the Chairperson/Co-Chairperson should:
 - Determine webinar platform to be used for webinar
 - Schedule the webinar on the platform in order to generate a link to send to membership for registration
- ✚ To schedule in-person events the Chairperson/Co-Chairperson should:
 - Coordinate the contract with location site for meeting space, lodging and food
 - Work closely with the Networking committee
 - Review and authorize payment of facility invoices
- ✚ To enable registration for the webinar/in-person event the Chairperson/Co-Chairperson should:



- Provide link to chapter webmaster to place on website for membership to access for registration
- Send C-vent notice to membership with registration instructions

✚ Prior to the event, Chairperson/Co-Chairperson should:

- Ensure that each speaker has made appropriate travel arrangements and if travel is being reimbursed, ensure that reasonable travel is being assumed.
- Provide Treasurer with copies of speaker contracts and payment arrangements
- Identify Speaker's AV needs.
- Send communication to speaker confirming dates, locations and fiscal arrangement if applicable.
- Ensure that speakers are registered for the conference
- Request introductions/bios from speakers.

✚ To prepare for the day of the webinar the Chairperson/Co-Chairperson should:

- Via testing process, ensure host and presenter are able to connect to audience for both audio and video
- Manage registration volume to determine if further reminders should be sent to membership

✚ Day of the webinar/in-person event, the Chairperson/Co-Chairperson should:

- Host webinar and introduce presenter(s)
- Act as liaison or point-person between chapter members and facilities during event.
- Ensure that speaker's AV needs are ready including laptop with presentations loaded
- Prepare meeting room with handouts and evaluations.
- Coordinate introductions of speakers at the meeting.
- Wrap up sessions with comments. If sessions run short, try to ask questions of the audience/generate discussion.
- Lead group discussion on what topics they'd like to see more/less of at future meetings. Document group ideas for conference planning.



hfma[™] san diego-imperial chapter
healthcare financial management association

✚ After the event, Chairperson/Co-Chairperson should:

- Send thank you note to presenter(s)

✚ Keep all meeting notes and files saved under:

<https://drive.google.com/drive/u/1/folders/1i8kMK8G1eaD2ogNjWGeDOP5TYI0p-Flq>