

EDUCATIONAL PROGRAMS CHAIR

Responsible for all aspects of educational programs, including but not limited to, identifying format/schedule, finding and contracting speaker(s), soliciting participation and overseeing registration, and managing program operations on-site.

Qualifications

- Good planning and organizational skills. Strong PC Skills helpful, but not required.
- Ability to supervise people and delegate tasks.
- Helpful if attended at least one previous BMDCA National Specialty.
- Ability to apply the following basic management skills: (e.g. making decisions, recruiting and scheduling workers, being resourceful, solving problems quickly and efficiently, and dealing effectively with people).

Time Commitment

This is at least a one-year assignment, with moderately-heavy busy periods occurring at first to identify potential speakers and scheduling options, at nine months out finalizing curriculum, and at two-four months out collecting entries/fees and finalizing program schedule(s). Moderate-heavy volume of activity on the day of event(s). There is also a two-week period after the Specialty when letters of appreciation should be sent

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, and Educational Programs, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Contact the Show Chair to identify potential time slots in the schedule and possible locations.
- Work with Show Chair to develop the preliminary budget.
- Begin thinking of potential topics/speakers.

At Least One Year Prior to the Specialty

- Plan on attending current year's specialty if possible to learn from current Chair and make contacts for your event. If unable to attend, contact past Chair to gain knowledge of what worked well, what didn't, etc.
- Secure meeting space with the Hotel Liaison.
- Finalize speaker(s)/curriculum. If university-style format is desired, submit request to the Board.
- Issue written offer letter/agreement to speaker(s), with A/V request, and copyright waiver.
- Update budget with all speaker fees, expenses, etc. Determine registration fees and advise Specialty Treasurer accordingly.
- Develop ideas for soliciting participation through promotion on e-lists, regional club newsletters, etc. Discuss placement of promotional ad in the Alpenhorn with the Publicity Chair.

~Six Months Prior to the Specialty

- Submit educational program content to the planning booklet and Specialty website by prescribed deadlines.

- Finalize room/meeting space reservations with Hotel, securing A/V and confirm set-up requirements by filing BEOs for all required spaces.

Four-Two Months before the Specialty

- Process registrations requests in a timely fashion. **All payments should be forwarded to Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form.** (See Chapter 6 Attachment A-3.)

At Least Two Months Prior to the Specialty

- Compile handouts, files for cd (if offered).
- Recruit adequate number of volunteers, including speaker hosts, technology chair, etc.
- Prepare Final Details List and mail to speaker(s). Confirm travel arrangements/expenses and update budget accordingly.
- Find gift(s) for speakers(s) and/or faculty.

At Least One Month Prior to the Specialty

- Compile class lists and prepare registration tickets and/or student packets

At Least Two Weeks Prior to the Specialty

- Perform quality control on all registration requests.
- Print out registration/class list(s). Prepare name tags for each speaker.
- Devise a plan to transport items to the Specialty.
- Confirm with Show Chair the use of lockable storage for educational materials/supplies.
- Reconfirm volunteers.

Day of the Event(s)

- Arrive at least 30 minutes early to check room set-up, A/V equipment, A/C, etc.
- Ensure class lists are provided at the door.

Within Two Weeks of the Specialty

- Send thank you notes to volunteers and speakers.
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

Key Statistics for Historical Data:

1. Educations topics presented
2. Total number of attendees.