

## Education Leader Position Description

Updated on 30 January 2012

### Education Leader for Conference Track or Annual Meeting Session Overview:

Education leaders are experienced subject matter experts and presenters who have a vision for industry challenges, changes and innovations and are able to position a topic within a framework of collaboration across the industry. Leaders have access to subject matter experts and are persuasive in encouraging others to volunteer to serve the industry. Leaders support adult education practices and understand the value of interactive elements in education programming.

### Position Purpose and Objectives:

Persons accepting this role:

- Understand the most impactful topics driving the industry
- Have a vision for emerging industry trends related to the topic/s to be addressed
- Are connected with industry and/or regulatory colleagues with topic related expertise.

**Appointed by:** Vice President of Knowledge Management

### Responsibilities of this Position:

- Collaborate to develop education content topics into meaningful sessions (Annual Meeting sessions of about 2.5 hours) or Seminars (one- to two-day programs of about six hours' education time per day)
- Recruit high quality Presenters and consult with them to develop dynamic and relevant programs across topics within a subject matter framework.
- Deliver track/session agendas, presenter information, and program abstract to the ISPE Staff.
- Participate in the Creative Brief process to plan an effective promotional strategy for the program.
- Successfully encourage other volunteers to deliver their documents and presentation on time.
- Coordinate and/or attend multiple planning sessions (virtual: online and by phone)
- Plan within the fiscal limits of the program limiting the number of speakers for Conference Tracks to 12 and for Annual Meeting Sessions to 6.
- Discern and convey the difference between the appropriate use of industry experience in education as opposed to a commercialization of educational content
- Commit to thorough review of marketing drafts, provide a quick turn-around review of marketing brochures, and monitor the information posted on the ISPE website for this program.
- Read Leader Guide and read/sign/return Volunteer Presenter Agreement in a timely fashion.
- Communicate conference evaluation results to Presenters within one month following the conference

### Skills/Experience Requirements for this Position:

- A minimum of six years of relevant industry experience
- Recognized as a Subject Matter Expert in the topic being presented
- Have prior professional/technical speaking experience
- Possess a network of industry colleagues
- Demonstrate project management skills
- Submit professional Curriculum Vitae or Resume

**Length of Service:** 8 Months

**Time Commitment:** Approximate hours per month: 4-6 hours

Work will be  intermittent  regular  regular with peaks requiring additional effort.  Episodic

### Meeting Schedule:

Conference Track Leaders serve as regular members of the Program Committee for an individual conference. The Program Committee meets weekly via Live Meeting beginning approximately 7 months prior to the conference. Track Leaders communicate regularly with their presenters throughout the process, conducting 1-2 virtual meetings prior to the conference.

Annual Meeting Session Leaders serve as ad hoc members of the Annual Meeting Program Committee and are only required to attend their regular meetings periodically. Session Leaders schedule meetings with their presenters to coordinate content and facilitate completion of deliverables as needed.

### Attendance Requirement:

It is imperative that Education Leaders attend any regularly scheduled meetings. The ISPE Continuing Education Office will be involved in conference calls to facilitate the implementation of the conference. Rapid replies to emails are critical.

### Volunteer Expectations

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| <ul style="list-style-type: none"> <li>✓ Actively participate in meetings</li> <li>✓ Read materials and come prepared to each meeting</li> <li>✓ Listen to people and ideas</li> <li>✓ Become knowledgeable of the Society's policies and procedures</li> <li>✓ Complete assignments on time</li> </ul> | <ul style="list-style-type: none"> <li>✓ Respond to communications in a timely manner</li> <li>✓ Develop a good relationship with Staff</li> <li>✓ Respect confidentiality</li> <li>✓ Fully support all decisions of the Board and Committee</li> <li>✓ Always act in the best interests of ISPE</li> </ul> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile  
<http://www.ispe.org/volunteerprofile>