Education Director

Board Member

Role:

- Creating agenda and meeting minutes for Education Committee meetings and sending an email reminder for the meeting one week in advance to the committee
- Coordinating workshops with the Education Committee
- Requesting play therapy-specific presenter suggestions from Board and committee members.
- Pre-workshop interactions with presenters:
    - Setting up and attending an initial one-hour meeting with presenters to discuss topics, dates, and contracts (in-person, online, hybrid, and E-learning library)
    - Signing and sending contracts to presenters and reminding them to send bio, headshot, and learning objectives within 3 weeks of signing the contract.
    - Follow up with presenter if contracts and/or learning objectives and marketing materials are not received.
    - Sending signed contracts to Admin Coordinator and Treasurer.
    - Setting up a meeting with presenter at least 6 weeks before the workshop (or earlier depending on venue, travel or accommodation cancellation policies) to talk about if BCPTA has received enough registrations and if so to talk about any accommodations
- Planning dates (around other big trainings, holidays, and the presenter's availability)
- Relaying all workshop/event information needed for advertising to Admin Coordinator and Marketing Coordinator
- Approving flyers and advertising for events
- Encouraging board and committee members to attend workshops and take roles during the events.
- If event is online, send Zoom link (provided by Admin Coordinator) to presenter.
- Welcoming and introduction at events and thanking presenters for sharing their knowledge with us
- Presentation follow-up:
    - Reviewing participant feedback after events and discussing changes suggested and/or needed with the Education Committee and Board
    - Reviewing presenter suggestions from participant evaluations and discussing

    - them with the Education Committee and Board
    - Discussing successes and challenges with the board and committee members in attendance.
- Maintaining Approved Provider status, along with Program Reviewer, for APT and CAPT
- Attend Education Committee meetings in the evening (approximately every 6 weeks from September - June)
- Attending board member meetings which are in the evening and there are approximately 4-6 meetings from September – June
- Write a report on duties undertaken as Education Director prior to each board meeting and send them to the board and committee members prior to the meeting
- Vote on any decisions that the board is required to vote on

Time commitment: 3-15 hours per month plus meetings and your attendance at events would be appreciated (schedule permitting) in order to help out with some of the responsibilities of the day.