

Director of Education

Role Description

The Director of Education will be responsible for all Chapter ongoing (post-certification) and other professional development education and training activities. The Director of Education is an Ordinary Board Member of the Association in accordance with the Chapter's Bylaws and Articles of Association. The Director of Education shall:

- Participate in the Board's annual strategic planning activities
- Provide the membership with professional workshops and seminars designed to improve their development in the field of project management
- Develop and maintain relationships with educators and trainers and assist in coordinating them to present at professional development workshops
- Maintain Chapter relationships with centres of education
- Liaise with the Director Marketing in the promotion of PMI and PMI Tasmania educational opportunities
- Liaise with the Director Events to ensure all events are promoted along with their corresponding PDUs
- Coordinate the management and administration of all education-based events, with the exception of the monthly Chapter meetings
- Working with the Treasurer, develop and manage the budget pertaining to education-based activities
- Provide messaging/content for inclusion on the Chapter's website, social media sites and other promotional materials related to educational offerings of the Chapter

Expectations as a Board Member

The Chapter's business and operations are controlled by the Chapter's Board. As a Board member, you will be required to:

- Make decisions objectively in the interest of the Chapter
- Input into and execute the Chapter's strategy and policymaking
- Actively contribute to and assist the Board to advance the Chapter's mission, vision and execute its strategy
- Undertake any specific responsibilities or tasks requested by the Board, as required
- Encourage effective communication, collaboration and productivity within the whole organisation, especially among and between Board members, Chapter members, PMI and other stakeholders
- Provide strategic guidance and assistance as needed
- Participate in Board committees and task groups as needed

Estimated Time Commitment

Estimated volunteer hours: 5 to 10 hours per month

