



Society for Design Administration Education Services Committee Chair Position Description

Position Description:

The Education Services Committee Chair is the lead person overseeing the Education Services Committee. The Education Services Chair comes under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the Education Services Committee. The Education Services Chair presides over the meetings of the committee members and prepares and submits reports according to established guidelines, or as requested by the President and/or ExCom. At the end of the one-year term, the Education Services Committee Chair may remain the Education Services Committee Chair for one additional year, at the discretion of the President Elect.

What to Expect:

The Education Services Committee Chair position is a leadership one to direct and implement the vision that ExCom has established through the strategic planning process. The Education Services Committee Chair must manage the members of the Education Services Committee to ensure that projects and tasks are being kept to schedule and implemented on time. The Education Services Committee Chair may be called upon to represent the Society at official functions which may require travel and time-off from an employer.¹ An estimated time commitment of two (2) to four (4) hours per week on monthly commitments and reports, which includes, but is not limited to, Education Services Committee Chair Report, monthly telephone conference call with Education Services Committee members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for Leadership Conference and EDSymposium as required. Ability to respond to email in a timely manner is required.

Time/Financial Expectations:

Event/Task	Time Commitment	Funded SDA ²	by	Not Funded	Anticipated Dates
ExCom/Committee Chairs Strategic Retreat	2 days	Airfare, ½ hotel, meals		N/A	June/August
ExCom/Committee Chairs Conference Calls	1 hour per month	N/A		N/A	Per schedule
ExCom/Committee Chairs Conference Call Prep	.5 hour per month	N/A		N/A	
Education Services Committee Report	1 hour per month	N/A		N/A	Per schedule
Education Services Committee Conference Call	1 hour per month	N/A		N/A	
Miscellaneous email correspondence and tasks	1-2 hours per week				
Work on initiatives undertaken	2 hours per week				

¹ Requirements to attend any of SDA's National events will be evaluated and determined by the Executive Committee in a timely manner.

² During budget preparations for the upcoming year, the Executive Committee will review and determine the availability of funds to reimburse portions of travel expenses for all National Committee Chair attendance to any National event, if attendance is required. This evaluation will be done on a yearly basis and determined by current prevailing economic conditions at the time of planning.

Leadership is subject to be scheduled as a separate national event during some years, all to be determined by the current Executive Committee and economic conditions.

Duties and Responsibilities:

- ◆ Oversees the Education Services Committee
- ◆ Oversees the development and implementation of goals and objectives for the year, which reflect the overall strategic plan and vision of ExCom
- ◆ Assists the EDSymposium Convention Committee with identifying, qualifying, and screening potential program speakers
- ◆ Provides educational resources to National committees and Chapters for their development of SDA programs, material or publications
- ◆ Provides material for the Education Services Committee portion of the National Website including headshots of committee members, announcements, etc.
- ◆ Oversees the activities of each Professional Emphasis Group (PEG), Online Resources (White Papers, Forums)
- ◆ Identifies and coordinates, in conjunction with HQ, speakers for Webinars
- ◆ Assists Certification Committee with development of content for written exam
- ◆ Maintains website communications relevant to Education Services
- ◆ Prepares monthly Education Services Committee report, noting all activity / action and status of tasks for that month. Distributes to Headquarters and President Friday prior to scheduled monthly conference call
- ◆ Attends Annual Leadership Conference (if scheduled separately from EDSymposium)
- ◆ Attends annual EDSymposium
- ◆ Attends ExCom / National Committee Chairs Strategic Retreat (if any) (June)
- ◆ Communicates with affiliated organizations as requested/determined by the Executive Committee and/or Executive Director
- ◆ Assesses the need for volunteers to enhance program/service delivery
- ◆ Authors communications relative to the Education Services Committee for BTD and such SDA communications as determined in schedule
- ◆ Acts as liaison to committees intersecting with the Education Services Committee
- ◆ Prepares annual wrap-up report for the Education Services Committee

Committee Purpose/Responsibilities:

- ◆ Provides opportunity for life-long learning and education
- ◆ Promotes professional advancement and firm benefit
- ◆ Provides members with relevant resources

Budgets Responsible to Develop:

- ◆ Education Services Committee to submit proposed budget to ExCom for final approval