

# NARPM CHAPTER EDUCATION CHAIR

## Job Description

**Function:** To enhance the foundation for a long-term, sustainable chapter by outlining and implementing the policies, procedures, and structure needed to maximize the benefit of NARPM association. To select and arrange for educational topics, speakers, and membership activities.

### **Duties/Responsibilities:**

1. Utilize resources provided by national at [www.narpm.org](http://www.narpm.org) under the Chapter Resources tab. Be sure to read each position description and browse through the chapter leadership section of the web site.
2. Determine educational wants of members (i.e., verbal and written surveys).
3. Solicit and secure speakers for meetings. Be creative because there are thousands of topics that would be beneficial and equally as many local speakers who would be willing to lead discussions or speak to your chapter.
4. Coordinate national speakers and classes as desired by the chapter.
5. Work with other chapters to provide combined educational events and state or regional conferences.
6. Arrange for continuing education credit if possible.