



## **R.F.P. HUMAN RESOURCES**

---

### **Position Title: Education Representative**

#### **Role Expectations:**

1. Shall be responsible for all the education and training objectives.
2. Shall chair the Education Committee.
3. Work with the President-Elect and current Past President to maintain the Education Policies and Procedures.
4. Work with the Executive Director and Board Members to recommend and facilitate updates of existing courses and new course development as required by the membership.
5. Responsible for planning and facilitating Cadre Meetings.
6. Ensure that a course schedule is developed to meet the needs of the membership.
7. Ensure that there is an Instructor Evaluation Process.
8. Shall work with the Executive Director on all matters related to education delivery.
9. Shall perform other duties as assigned.

Approved: January 26, 2017