

Volunteer Position: Education Co-Chair **Committee: Education Committee**

Committee Mission:

The Education Committee provides outreach, experience, and education to industry professionals and students. The Committee's goals are:

- To focus on developing A/E/C-relevant training sessions and webinars;
- To reach students at the high school and college levels with relevant educational opportunities and educate them about opportunities in A/E/C;
- To promote the CPSM certification, create study groups, and offer CEU opportunities for CPSM registrants.

Volunteer Contribution:

The Education Committee Co-Chair reports to the SMPS CT President and will work with their Co-Chair to manage the activities and goals of the Committee. The Co-Chair will be responsible for delegating tasks throughout the planning process of CPSM study groups and all education sessions planned for the current program year. The Co-Chair will assist in creating the strategy for the following program year as it pertains to the Education Committee's growth, volunteer retention rate, session attendance, adherence to goals and mission, CPSM engagement, and number of quality sessions offered.

The Co-Chair will work closely with the Programs Committee to manage a cohesive calendar of events for the SMPS CT chapter. The Co-Chair will also work with the Membership Committee in outreach to high school and college students, as well as the Communications Committee on all marketing materials and educational materials needed during planned sessions and activities. The Co-Chair will act as a liaison between the SMPS CT Board of Directors and the Education Committee.

Estimated Time Commitment:

8 hours per month

Responsibilities:

- Attend and participate in monthly Board meetings; act as a liaison to the Education Committee and relay all pertinent information
- Submit monthly committee report and achievements to the Board of Directors
- Develop budgets and operating plans for programs each year
- Delegate tasks to committee members as they plan their assigned education sessions
- Be present at all Education Committee meetings, sessions and activities; introduce/thank speakers and welcome attendees as needed
- Facilitate and lead monthly Committee meetings
- Act as the committee Secretary; take meeting minutes and distribute to committee members through Google Drive
- Attend monthly Programs Committee meetings as needed to be aware of any overlap or opportunities for collaboration in session planning

- Upload all Education sessions to Star Chapter to appear on the SMPS CT calendar of events
- Work with the Communications Committee to strategize email and social media marketing of planned sessions
- Oversee the CPSM program activities; make sure the task of organizing study groups and shared materials is being carried out
- Ensure monthly sessions are offered to members and ensure there are adequate CEUs being offered for each session to fulfill requirements of CPSM students
- Manage any print marketing needs of the Committee and work with the Communications Committee to pull recipient lists, design materials, and facilitate printing and mailing
- Check in regularly with the SMPS CT President and/or President Elect to relay any questions, concerns, feedback or achievements brought up by the Education Committee

Professional Development:

- Leadership skills
- Event management
- Building your industry network
- Facilitating reoccurring meetings
- Facilitating webinars using the Webinar Jam platform and Zoom
- Strategic planning
- Recruitment
- Task delegation

Requirements:

- Strong leadership and delegation skills
- Ability to attend all monthly Board and committee meetings
- Strong written and verbal communication skills
- Ability to learn quickly as it pertains to social platforms, communication platforms, databases and back-end website dashboards
- Skilled at coaching others and effectively motivating those you lead

For more information please contact: Carly Olson and Katelyn Birge, SMPS CT Education Committee Co-Chairs at education@smpsct.org.

About SMPS Connecticut: *The Connecticut Chapter of SMPS was created in 1982 as the Southern New England Chapter. In 2004, we realigned our focus and were renamed to align more closely with our core geographic membership in Connecticut. SMPS CT's membership includes over 100 professional marketers from all over the state and at all levels and stages of their careers. We join SMPS National in extending our mission to ADVOCATE for, EDUCATE, and CONNECT leaders in the building industry. SMPS CT's vision is for premier professional service firms to recognize SMPS as their most trusted resource for building business and achieving success.*