

## **EDUCATION DIRECTOR Roles and Responsibilities**

### **1.0 OFFICE AND TERM**

- 1.1 The Education Director serves a two-year term.
- 1.2 This position is elected at the Spring Annual General Meeting.
- 1.3 This is a voting position of the Alberta Local Section Executive.

### **2.0 SCOPE**

- 2.1 Provide professional development activities for the membership.
- 2.2 Plan and carry out their responsibilities (as per the Local Section Calendar of Activities) for the year.
- 2.3 Participate in executive meetings.

### **3.0 RESPONSIBILITIES**

The specific responsibilities of this role are outlined in the Local Section Calendar of Events.

#### **3.1 Provide professional development activities**

- 3.1.1 Provide at least one such activity per year.
- 3.1.2 Base the selection of activities on the recommendations and suggestions of the membership, and current issues of interest to occupational hygiene community.
- 3.1.3 Provide at least one such activity per year that is eligible for CRBOH and ABIH maintenance points. Every effort should be made to run all planned professional development activities, regardless of enrolment.

3.1.3.1 This requires at least 6 hours of educational content per day.

#### **3.2 Participate in executive meetings**

#### **3.3 Work within the AIHA Local Section budget**

### **4.0 COMPENSATION**

- 4.1 This role shall receive no direct monetary compensation for their work. In

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in addition this role will not obtain monetary or other compensation from an external source for work or material generated by their duties in this role.

- 4.2 In return for their work, this role shall have their yearly membership fee waived.
- 4.3 For their involvement in organizing the Spring PDC and AGM, this role will have fees waived for those sessions.
- 4.4 This role, at the discretion of the executive, can have fees for other Symposia, Technical Sessions or other events waived.