JOB DESCRIPTION
EDUCATION COORDINATOR

Duties and Responsibilities:

1. The Education Coordinator (EC) shall oversee the educational offerings for NPANA, which will include but are not limited to the Fall and Spring Conferences.

2. Minimum Job Requirements: Will be a member in good standing of NPANA and ASPAN, plus the requirement of a BSN, certification CPAN, CAPA preferred.

3. The EC will contact local NPANA members for assistance with planning educational opportunities.

4. Serves as member of conference committee and is designated as the administrator responsible person to ASPAN

5. Shall Seek contact hour approval from a governing body deemed acceptable by ABPANC.

6. Follows guidelines in the ASPAN education approval manual as well as the NPANA guidelines for conferences.

7. Creates template for brochures and syllabus and other educational communications

8. Insures that conference site is rotated to maximize exposure to all members of NPANA

9. Provides continuing education certificates to attendee

Professional Expectations for Board of Director Members

1. Will attend 80% of scheduled meetings; A member of the Board of Directors shall be relieved of responsibility to the Board after two (2) unexcused absences from scheduled Board of Directors meetings.

2. Represents NPANA in a professional manner including; dressing appropriately, arrive on time to meetings, and being prepared for each meeting

3. Will ask for assistance if having difficulty completing expected duties and responsibilities

4. Provide adequate handoff to incoming officers; Upon retiring from office, all officers of this Association shall deliver all records, or other property of the Association, to their successors within a timely manner

5. Communication is key to NPANA success; the expectation is email correspondence will be completed within 7 days, phone calls will be returned within 48 hours

6. Reviews job description annually and revises as necessary

Implemented:

Reviewed:

Revised: October 2015