



EDUCATION COMMITTEE

VOLUNTEER ROLES, DESCRIPTIONS & TIME COMMITMENTS

Education Program Manager

(2) Two Volunteers Required

2 Positions Open **0 Positions Filled**

Description:

- Assist in the planning and execution of 6 MPI Orlando education events
- Update & utilize the Standard Operating Procedure for planning education events

Skills and Knowledge:

- Planning experience
- Desire to learn

Time Commitment:

- 2-3 hours per week
- On-site day of program attendance
- Attendance of monthly committee meetings

Coffee Talk Liaison

(1) One Volunteer Required

1 Positions Open **0 Positions Filled**

Description:

- Assist in the planning and execution of 6 MPI Orlando education events
- Manage on-site registration at coffee talks

Skills and Knowledge:

- Planning experience
- Desire to learn

Time Commitment:

- 1.5-2 hours per month
- On-site day of coffee talk attendance
- Attendance of monthly committee meetings

CIC-CEU Manager

(1) One Volunteer Required

1 Positions Open

0 Positions Filled

Description:

- Submit paperwork, including education session offerings to Convention Industry Council in a timely manner for continuing education approval
- Electronically report attendance from education programs to the CIC online account

Skills and Knowledge:

- Planning experience
- Desire to learn

Time Commitment:

- 1 hour per education event offered
- Attendance of monthly committee meetings