



Academy of Certified Hazardous Materials Managers

9650 Rockville Pike • Bethesda, Maryland 20814

Office 301-634-7430 • 800-437-0137 • Fax 301-634-7431

Internet www.achmm.org • E-mail: academy@achmm.org

ACHMM

JOB DESCRIPTION

Effective: June 2007

Category: Volunteer

Job Title: Education Director (2-year term or may be appointed by the President to complete an unfulfilled term)

Immediate Supervisor: President

Job Description:

General – There are two primary duties associated with the Education Director position. The first is to be engaged in and focused on the execution of tasks and duties for the Board of Directors (BoD).

The second duty is to provide continuing education and training to our membership by:

- Overseeing, implementing and hosting national education events such as the National Conference and Leadership Workshops.
- Identifying and/or developing other continuing education and training opportunities to be offered to our membership directly or through local chapters.
- Pursuing the establishment and maintenance of relationships with external organizations of interest to the membership and maximize member benefit.
- Providing accurate information to our membership on management systems to support professional development pursuits.

I. Detailed –

A. General Performance Requirements

Refer to At-Large Director's Job Description for General Performance Requirements.

B. Specific Performance Requirements

1. Serve as the Chair of the Education Standing Committee.
 - a. Provide direct communication between the BoD and the Standing Committee which currently consists of the following Technical Subcommittees: Management Systems, National Conference, Professional Development and Leadership Workshop.
 - b. Ensure that each technical subcommittee knows and are working toward completing the agreed upon tasks to achieve ACHMM's strategic objectives.
 - c. Prepare and submit a quarterly status report to BoD summarizing the status of the agreed upon tasks in the Strategic Plan as well as other tasks as assigned by the BoD.
 - d. Conduct an annual review of the charter for each technical subcommittee to verify they are consistent with ACHMM's Strategic Plan and current needs.
 - e. Propose subcommittee restructuring and/or objective/task reassignments as needed
 - f. Ensure that each technical subcommittee has a succession plan in place

2. Develop and oversee educational and networking venues for ACHMM members:
 - a. National Conference
 - b. Leadership Workshop
 - c. Other venues as developed for international, national, regional or local audiences
3. In conjunction with the Executive Director, establish and maintain relationships with external organizations of interest to the membership and maximize member benefit
4. Provide accurate information to our membership regarding management systems

II. Time Management and Accountability

A. General

Refer to At-Large Director's Job Description for General Time Management and Accountability Requirements

B. Specific

1. Prepare and submit quarterly committee report in advance for quarterly BoD meeting.
2. Assist the National Office with implementation of management systems
3. Maintain list of professional development activities for our members both internal and external to ACHMM

III Meetings

A. General

Refer to At-Large Director's Job Description for General Meeting Requirements

B. Standing Committee Chairperson

1. Chair the Education Standing Committee - Members of the Education Standing Committee shall include the chairpersons and vice-chairpersons of the following technical subcommittees: Professional Development, National Conference, Leadership Workshop, and Management Systems.
2. Meet at least monthly to insure that technical subcommittees are on track with meeting their agreed upon tasks to meet ACHMM's Strategic Plan

IV. Other Duties

A. General

Refer to At-Large Director's Job Description for Other General Duties

B. Requirements for Position

1. Academy member in good standing.
2. A qualified candidate for the position of Director of Education shall have served as a committee chairperson or vice-chairperson of one of the technical committees assigned to the Education Standing Committee for at least one year, or has a skill set deemed essential to the Board of Directors or has experience with other leadership positions, such as an ACHMM At-Large Director, or as another ACHMM committee chairperson or vice-chairperson, or as officer of an ACHMM Chapter.

I, _____, having read the above statement of roles and responsibilities for members of the Board of Directors of ACHMM, do hereby commit to meet these expectations.

Signed: _____

Insert Individual's Name Here