

I. Welcome & Introductions

II. Roles and Responsibilities

- Shall oversee all Education and Program activity for the Chapter's regular meetings, which includes all hospitality and sight selection.
- Responsible for all committee activity pertaining to Education in the Chapter. Ensure that attendance at meetings used for certification credit is properly recorded.

Responsibilities include:

1. Ensures educational content of Chapter meetings meets the needs of members
2. Promote CSEP designation and recruit and assist members with their certification
3. Oversee the programs committee and ensure the successful execution of all chapter meetings
4. Oversee special educational endeavors of the Chapter
5. Determine topics and provide speakers for Monthly Chapter Meetings
6. Book meeting venues
7. Book meeting caterers
8. Determine meeting program
9. Maintain meeting reservations
10. Prepare promotional materials for programs and mail to membership in a timely fashion
11. Coordinate special activities to be conducted at Chapter meetings
12. Submit information regarding meetings in a timely fashion to the Vice President of Communications so press releases can be issued
13. Communicate with other ISES Chapters regarding programming
14. Coordinate onsite registration efforts
15. Get insurance certificate from ISES Headquarters as needed for venues. (HQ will need a copy of the venue contract and at least 10 business days to process)

III. Tips for the Vice President of Education and Programs

- Have a planning meeting with your committee to decide on the education/programs for the year. Try to maintain a consistent schedule for your Members.
- Layout the year to cover diverse topics yet include segues from meeting to meeting where possible.
- Work on speakers and programs in a block of initial time.
- Once your year schedule has been finalized post on Chapter Website and forward to ISES Headquarters.
- Display all CSEP Materials at monthly meetings. Be on hand to answer questions

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- Encourage all members to start a file for certification and to keep all information pertaining to points in the file
 - Keep signed attendance record at chapter meetings and submit to ISES Headquarters (see enclosed sample)
 - Start column for newsletter with helpful hints on attaining certification
 - Lead and encourage CSEP discussion group
 - Report CSEP deadlines and schedules for registration at monthly meetings
 - Have special certification meeting ½ before regular meeting time
 - Make sure to recognize the new CSEPs at the next meeting
 - Try something adventurous during the year, and then use what has worked best the rest of the time. Meeting time and length have been put to the test with most chapters. New chapter poll your members and follow their lead.
 - Don't try to decorate for every meeting. The responsibility then becomes burdensome on the members expected to donate.
 - Publish programs well in advance in "Upcoming Events" column in the newsletter or send an "Upcoming Events" calendar with each flier.
 - Form calling committee to call members—encourage attendance at events.
 - Consider promotional ways of attracting attendees, i.e. discounts for paying for full year of meetings.
 - Document meeting if possible with audio and visual equipment. Don't forget to get speakers permission.
 - Consider mixers, exhibits, etc. during networking time.
 - Handout written program with credits and how to locate vendors and speakers.
 - When you find a program particularly successful share the idea with other Chapters, post the information on the Chapter Leaders Area of the website.
 - Refer to your Chapter Policies and Procedures Manual for guidelines on how to run your meetings. If no guidelines exist put forth policies to your Chapter Board for approval.
 - REMEMBER: All ISES Members are members of the Greater Society first and then a member of the Chapter. If a visiting member attends a Chapter function, member pricing needs to be extended to them.

IV. Best practices – discussion

- Finding effective sponsorship
- Establishing and managing committees
- Promoting events to non-members
- RFP process
 - i. Using ISES members

V. Questions??