

Subject: Job Description	Initial Date: 12/18/2015
Responsibility: Director of Continuing Education Operations	Date Revised:
Approved by: Board of Directors	Revision Approved:

P & P 102-M

JOB DESCRIPTION FOR THE DIRECTOR OF CONTINUING EDUCATION OPERATIONS

Specific duties:

The Director of Continuing Education Operations is responsible for ensuring on an ongoing basis that SCV-CAMFT meets the requirements for being an approved provider of Continuing Education (CE) programs.

The duties of the Director of Continuing Education Operations include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.

7. Serves as the designated program administrator for SCV-CAMFT's CE programs, as described and required by CAMFT in the CEPA Provider Guidelines Manual.
8. Understands the content of the Initial Continuing Education Provider Approval Application and monitors deadlines for renewals (see #12 below).
9. Proactively stays informed on CAMFT requirements for remaining in good stead as a CE Provider, and advises board members in this regard as needed.
10. Coordinates with the Director of Luncheons and Innovative Programs and the Director of Special Events on their program activities, and advises them regarding relevant CE policies and requirements.
11. Transfers all material pertaining to the office to the newly-elected Director of Continuing Education Operations and educates the newly-elected Director of Continuing Education Operations as to the responsibilities of the position.

Deadline specific responsibilities:

12. Monitors and takes timely action regarding the approval periods and renewal due dates as outlined by CAMFT in the CEPA CEPA Manual and Chart.
13. Notifies CAMFT's CEPA Program Coordinator within fifteen (15) calendar days whenever a new Director of Continuing Education Operations is elected or appointed.

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