

Education and events department

Last Modified on 04/26/2023 2:59 pm EDT

Dedicated to: education and events

Scope: strategic planning around regional educational priorities and virtual/in-person events; coordination/oversight of all region/chapter event types and regional event execution

Tasks and focus areas:



Events: regional/chapter coordination of all event types and virtual event execution support

- Management and maintenance of global planning calendar, incorporating all regional/chapter events of all types (educational, networking and recruitment) and proactively working to coordinate and avoid event/scheduling conflicts. Annual program planning and coordination.
- Tracking event stats and revenue to ensure plans and targets are met
- Work cross-functionally to build relationships with the regional CR team and Marketing team to effectively deliver on event sponsorship and promotion of education and events
- Networking event innovation brainstorming and coordination to enhance networking opportunities across the region and all chapters
- Provide guidance on event planning best practices as needed across the region and chapters
- Virtual event execution support across the region/chapters:
 - Maintenance of regional Zoom license and virtual event scheduling on the platform (*license admin/payments handled by HBA Central*)
- Assignments of dedicated technical support volunteer (or two for more complex events) for each regional/chapter virtual educational event to lead the technical rehearsal and handle all live tech support/platform hosting

Education: coordinate educational priorities across the region and develop virtual events to fill educational gaps

- Oversight of educational event topics across the region to ensure a robust menu of development opportunities across the full geography
- Virtual events/education:
 - Topic tracking and comparison in global planning calendar to:
 - avoid duplication/competition
 - look for cross-regional opportunities for collaboration
 - look for existing events that may appeal to AGs/member groups in your region
 - ensure quality in programming offered to members
 - Execution and planning of virtual events as needed to fill educational/topic gaps
 - Educational trend scouting

Conferences: *as needed based on regional conference offerings*

See also role descriptions for:

- [President](#)

- Vice president
 - Regional director
 - Regional committees
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