

American Association of Critical Care Nurses
Greater Cincinnati Chapter

Position Description: Workshop Committee Member

Term of Office:

The Workshop Committee Member is a two (2) year appointment beginning when the member joins the Workshop Committee. The appointment is made by the Workshop Chairperson.

Position Description:

The Workshop Committee Member is responsible for participating in the organization and implementation of educational programs and workshops sponsored by the chapter. Members will attend all conferences and workshops for free by meeting all Workshop Committee Member responsibilities.

Responsibilities:

The Workshop Committee Member will:

1. Attend at least 75% of all committee meetings and follow-up on tasks assigned at committee meetings.
2. Assist in the organization and implementation of all educational programs and workshops sponsored by the chapter during appointed term. Attendance at all day conferences is expected by all members unless discussed with the workshop chair prior to the event.
3. Assist in the development of strategies for promoting educational programs and workshops.
4. Volunteers as the member responsible for or assistant to the member responsible for at least one evening workshop per calendar year and attendance at this workshop is mandatory. This includes arranging vendor support, speaker(s), location, food, etc. and ensuring all required information is submitted to the workshop (speaker's bibliography, handouts, evaluations, etc.).
5. Ensure completeness and accuracy of tax ID form when designated as the contact for a speaker prior to turning the form into the Treasurer.
6. Will communicate progress of all assigned tasks at monthly meetings by the assigned date.

Approximate Time Requirement:

4-6 hours per month (including above responsibilities & attendance at meetings & workshops/conferences)

Approved 7/94

Updated 5/97, 6/2000, 4/2005, 8/2007