



WNA Education Chair Responsibilities & Processes

The WNA Education Director is responsible for facilitating learning opportunities for WNA including; guest speakers, training classes and teach/train opportunities. This person also is responsible for monitoring the quality of all teach/train opportunities to share results with the board.

General Role:

- Minimum 1 year term
- Attend as many meetings as possible, be engaged in all meeting content and listen for opportunities for improvement.
- Demonstrate leadership and be willing to listen and collaborate on new ideas.
- Support all members of the WNA, as available, with leads, referrals, individual meetings and aid in their success.
- Be creative with new ideas to expand, increase and gain visibility for WNA (as a chapter and for individual members).
- Seek for continuous improvement in all aspects of our organization.

Specific Responsibilities:

- Recruit guest speakers
 - Guest speakers are scheduled approximately 6 times per year.
 - Speakers can be people that you know in specific industries, a suggestion from someone in WNA or a suggestion from the WNA board.
 - **Research the speaker to make sure their business doesn't compete with the businesses of any members in the group.**
 - Conduct a brief person-to-person interview to make sure they are the right person to talk to the group. Also discuss what topic they will be discussing at the meeting.
 - **Before booking the speaker, talk to the board about the person, their company and the topic to confirm that this is a good topic and to confirm that the speaker's business doesn't compete with the business of any member of the chapter.**
 - Speakers should be professional and interested in conducting an informative discussion
 - Schedule speakers that will help the group grow their businesses.
 - Speakers
- Facilitate guest speaker
 - One week before the meeting confirm with the speaker and ask for a brief CV or bio to use for the introduction.
 - Introduce speaker at the meeting
- Speaker Follow-up
 - Send speaker a thank you note from the board. It is best to send a handwritten note, as it is more personal.



- The day of the speaker meeting, have thank you note ready to sign by the board members. Put in the mail that day.

- Create master calendar of dates for:
 - Member meetings
 - Board meetings
 - Sidebars
 - Speakers
 - Team building events
 - Pamper events (Spa, manicures, movie nights, etc)
 - Holiday/Special events (Summer BB!, holiday party - if applicable)
 - Schedule should be made and posted for the upcoming year by December
- Manage member commercial schedule
 - Be sure that speakers and commercial information is updated
 - Create upcoming year commercial schedule
 - Manage any changes to the master commercial calendar notify Debbie Q so that she can update those changes on the WNA website
- Participate in Board meetings
 - Provide update on speaker schedule
 - Make recommendations on projects