

PeriAnesthesia Nurses Association of California
(PANAC)

Job Descriptions
Chair-elect, Education
Last reviewed: October 2020

Purpose of Job

- To assist Education Chairperson in providing statewide education for the PeriAnesthesia Nurses Association of California
- To work with the Education Chairperson and District Directors to provide broad based educational programs to meet the present and future needs of nurses practicing in the specialty of Perianesthesia nursing

Term of Office: One-year, as Education Chair-elect. Assumes the responsibilities of Education Chair the following year (even year rotation)

Prerequisites

1. Baccalaureate degree in Nursing preferred. Masters desired.
2. CAPA or CPAN certification, preferred
3. Member of PANAC for a minimum of two years immediately preceding the election
4. Member of the Education committee for a minimum of one year, required
5. Experience as a member of PANAC Board of Directors – preferred
6. Demonstrated leadership and organizational skills
7. Excellent written and oral communication skills
8. Demonstrated ability to be self-motivated and provide follow through on tasks

Specific Job Duties and Responsibilities

1. Actively assist the Chair with all duties and responsibilities of the committee
2. Writes articles for the *PulseLine* promoting and advertising upcoming seminars as assigned or requested by the President or Education Chairperson

3. Assists in the collation of seminar evaluation forms as assigned. Provides completed evaluation forms within timeframe.
4. Collaborates with the Education Chairperson to assist the District Directors in establishing proposed dates for District seminars so as not to conflict with planned state sponsored seminars. Coordinates a PANAC Education Calendar to submit to Webmaster for posting on PANAC website. Revises and updates calendar as needed.
5. Assists District Directors in program planning, design and selection of topics and speakers for District educational offerings. Offers consultative services to assist Directors with BRN compliance.
6. Assists in providing potential speakers for District, and PANAC offerings
7. Serves on the Education committee and communicates in a timely manner to all committee members on education related emails
8. Attends all meetings of the Education Committee and Board of Directors
9. Collaborates with the Education Chairperson in order to submit a budget for the committee to the PANAC Treasurer within the established deadlines
10. Collaborates with the Education Chairperson in identifying yearly goals and objectives and submits these to the Strategic Planning committee
11. Submits all reports as requested for the Board of Director's meetings to the Secretary by established deadlines
12. In conjunction with the Education Chairperson, assures compliance with ASPAN and the BRN regulatory requirements for continuing educational programs
13. Reviews job description for Chair-elect position annually and make revisions as needed. Submits changes to the Bylaws, Policy and Procedures chairperson
14. Performs other duties as requested by the President to support the functioning of the Association
15. Provides an opportunity for a smooth transition for the incoming Chair-elect by meeting at the end of the term. Transition with the incoming Chair-elect will include reviewing duties and responsibilities of the position, and providing pertinent manuals.