

ROLE PROFILE

Role: Education Committee Member

Report to: Education Committee Chair

DUTIES AND RESPONSIBILITIES:

Support the Education Committee Chair who is responsible for the development, delivery and assessment of all education programmes.

Development and Review of Educational Programmes

- Assist the Committee to develop and review education programmes
- Assist with the assessment and decisions on on-line education programmes
- Assist in preparation of budgets on the development, implementation and review of education programmes
- Implement assessment processes for education programmes
- Assist in the development of communication strategies to ensure engagement of Members, coaches, instructors and the public in education programmes.

Human Resources

- Assess applications and recommend to the Board the appointment of International Coaches
- Review and maintain International Coach role profiles
- Include and relevant expertise in education-related work

Membership Involvement

- Establish strategies and communication channels to ensure understanding of members' education needs
- Engage members in the Continuing Education Programme
- Engage members in the Certification and Web-registration programmes

Committee Activities

- Participate in at least monthly meetings (via Skype) with the Education Committee to ensure delivery of outcomes
- Ensure delivery of education programmes on time and within budget.
- Work with Event Committee to design and deliver the INWA Convention Education programme.

Customer Service Activities

- Reply to any incoming emails, phone calls or other messages within 24 hours
- Obtain/answer email requests promptly

Certification and Website Registration

- Assist in the development and implementation of processes to confirm qualification, prepare and deliver INWA Education certificates
- Contribute to the development and maintainance of processes to ensure registration of qualified Coaches and Instructors on the INWA website.

SKILLS:

- Solid experience in the development, delivery and assessment of education programmes
- Working knowledge of computers in a Windows environment
- Working knowledge of on-line education programmes
- Demonstrate excellent oral and written communication skills
- Display solid team skills
- Maintain professional and positive demeanor
- Proven accuracy and attention to detail