



## Job Description: Vice President of Education

The Vice President of education works closely with the VP of Membership to develop ways to enhance the value of the AAF NEPA to students in our community.

### Responsibilities include:

- Set student membership goals for the year.
- Establish (with the help of Membership) a student mentorship program with colleges and schools in Lackawanna, Luzerne and surrounding counties. The mentorship program matches experienced professionals with aspiring students.
- Organizes and produces and AAF NEPA student events.
- Organize and produce AAF NEPA programs with guest lectures w/professionals in our community. Possible brown bag lunch discussions on college campuses.
- Serve as chair of the Cropped Committee.
- Work with Communications – Social Media Chair to promote student efforts on social media.
- Gather the committee's work throughout the year to include in the Club Achievement books that are compiled in January and February. Use existing CA Books as a template and as a playbook and planning guide throughout the year
- Prepare a monthly written report/updates. The Vice President of Education is expected to attend the monthly Board of Directors meetings. If unable to attend the board meeting, please arrange for someone to represent the committee and provide a report and update
  - Provide report to the Secretary 1 week prior to monthly Board of Directors meeting.

### Cropped Committee - Accepting Members

Plan and execute the annual Cropped event.

- Create a robust team/committee.
- Prepare a budget for approval by the BOD.
- Promote event to students at local colleges and universities.
- Secure a nonprofit.
- Secure judges for the event.
- Secure professionals to work alongside the students.
- Secure an event sponsor.