

Continuing Education Coordinator

Overview of Responsibilities:

The role of the Continuing Education Coordinator is to facilitate the continuing education credit process as directed by the NCSH Officers/Executive Committee.

Responsibilities:

1. Collect from each speaker their current CV and session abstract.
2. Assign each session the NCSH reference number using the same number assigned by the secretary for the session evaluations.
3. Obtain all sign in sheets from each NCSH-approved/hosted session.
4. Enter all information into a spreadsheet. Use this spreadsheet to build all CEU certificates from the CEU template (.docx)
5. Convert all certificates to .pdf format so they cannot be altered.
6. Email all certificates to attendees within 2 weeks of meeting conclusion.
7. Compile all session evaluations from attendees, fill out the master summary sheet and save with the sign-in sheets for future reference.
8. Save all original copies of documentation in the CE coordinator filebox for no less than 10 years.
9. Field questions and requests for CE documentation from past participants.
10. Make sure all files are backed up on a hard drive or cloud.
11. Perform duties as assigned by the NCSH President.

Time Commitment during Year:

Will vary depending on the time of the year, but on average 2 – 4 hours per month.

Time Commitment during NCSH Annual Meeting:

Time will be needed prior to and during the Annual Meeting to coordinate and acquire proper documentation for the CEU awards.

Qualifications:

The individual should have been a member of NCSH for one year prior to appointment unless approved by the Officers/Executive Committee.

Selection Process:

Qualified individuals will notify the NCSH President of their interest in the position. The President with approval from the other officers will appoint an individual to this position.

Term of Position:

There is no term limit for this position.

Accountable to:

The Continuing Education Coordinator is accountable to the NCSH President and Officers. While the Continuing Education Coordinator does not have formal voting rights, they are encouraged to give input prior to scheduled meetings or by attending NCSH officer meetings.

Funding:

None

Vacancy:

If there is a vacancy in this position, a qualified member will be appointed by the NCSH President with approval from the other Officers.