

Education Committee

Volunteer Info Sheet



This info sheet has been created by volunteers serving on this committee to provide you with a perspective of its purpose, what its members do and what level of commitment is needed as a contributing member. Please use this information while you consider joining other industry volunteers at your Midwest Chapter APSP.

The purpose of the Education Committee is to create meaningful and affordable training opportunities at the most convenient time and place possible for our Chapter members and other non-member industry peers. Types of training opportunities that have been organized in the past include APSP Certification (CMS, CST, CSP, etc.), CPO, business management skills, marketing, sales, customer service, special interest topics (VGB, ADA, FBI, etc.), HAZMAT & OSHA compliance, first aid, APSP Chapter benefits and Chapter volunteer training.

Our normal duties include various aspects of planning, sourcing, coordinating, promoting and executing successful training events that fulfill our purpose. Typical tasks include: researching and brain storming different training opportunities, potential speakers and venues; confirming a budget for training and setting prices for different events; planning an annual training calendar of training events; working with the Chapter's Communication Committee to promote training opportunities on our web site, in our newsletter and with our email marketing; communication with members to answer questions and obtain feedback; coordinating training event details such as booking the venue, arranging for food, booking the speaker and any other needs for the event (projector, hotel for the speaker, etc.); checking in guests, acting as host/moderator for the training. Our committee also reports regularly to the Chapter board of directors and receives direction and guidance which keeps our efforts focused.

The time commitment varies throughout the year. We meet in September, October and November to make plans for the following year. In January and February we meet to promote upcoming education events. In March and April we meet to coordinate the training events being held at that time. During the 8 months we are most active; our committee members invest a total of 2- 4 hours of time per month (with 1-2 hours meeting and 1-2 hours working outside of meeting). The chair person serves to coordinate committee efforts, organize and preside over meetings, create a monthly report to the board of directors and be prepared and available to answer questions from members regarding Chapter education events. This position requires an additional 1-2 hours per month.

Benefits of serving on this committee include exposure to many intelligent and insightful speakers and industry leaders while providing opportunities to network with industry peers who believe in and participate in training and improving themselves and their companies. Serving on the education committee keeps you in the know. Committee volunteers also feel a sense of accomplishment from creating valuable training opportunities which serve to build a stronger more competent industry. Over time, our volunteers become recognized by their peers as an industry leader and best of all, you make new and valuable friendships.