



North Carolina Association of Blood Bankers

Job Description

Title: Education Chair

Term: 3 years
Elected by general membership
Has voting rights

Job Summary

1. Attend at least two board meetings to provide updates on education chair, usually held once per quarter. If unable to attend a board meeting, notify president of any updates that need to be presented to the board.
2. Make and vote on motions presented at board meetings.
3. Conduct business in accordance with the By-laws of the NCABB.
4. Attend the general business meeting during the Annual Meeting.
5. Serve on committees as requested.
6. Receive approval by P.A.C.E. as a Program Administrator (via one or more of the following routes):
 - is or has been a director or coordinator of an accredited program in the clinical laboratory sciences,
 - hold a degree in education or laboratory science
 - has sufficient teaching experience, or experience in educational program planning in the clinical laboratory sciences
 - has participated in a workshop or course in educational methodologies
 - has attended the PACE session held annually at the ASCLS National Annual Meeting
7. Must fill out PACE application yearly (approval is valid Jan 1 - Dec 31).
8. Ensure meeting programs meet PACE guidelines, once PACE accreditation is established.
9. Determine contact hours for program sessions.

10. Review meeting programs for PACE acceptance.
11. Maintain educational records in CE Organizer;
 - a. Enter presentation title, speaker, objectives before meeting.
 - b. Generate CE organizer session codes.
 - c. Give CE organizer codes to planning committee for codes to be disseminated during Fall Workshop and Annual Meeting.
12. Disseminate program information to speakers and participants in a timely manner:
 - a. Develop PACE speaker forms for Fall Workshop and Annual Meeting.
 - b. Create CE organizer instructions for meeting participants.
13. Submit quarterly reports (within 30 days of end of quarter) that include quarterly activity form, attendance forms, evaluation summaries, and program information.
14. Keep all copies of attendance rosters, evaluation summaries, and program information for 5 years.
15. Submit request for PACE stickers if needed.
16. If unable to meet these expectations, the education chair shall notify the president so that an alternate member may be selected.