



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 board meetings, usually four per year: September, January, April, and July
2. Make and vote on motions presented at board meeting.
3. Conduct business in accordance with By-laws of the NCABB.
4. Attend general business meeting during fall seminar.
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. Disseminate program information to speakers and participants in a timely manner.
10. Determine contact hours for program sessions.
11. Review meeting programs for PACE acceptance.
12. Develop PACE acceptable attendance roster, evaluation forms, and certificate.
13. Verify attendance and sign all certificates at the meetings.
14. Collect roster sheets and evaluation forms at the meetings.
15. Summarize evaluations and record on roster sheet.
16. Submit quarterly reports (within 30 days of end of quarter) that include quarterly activity form, attendance forms, evaluation summaries, and program information.
17. Keep all copies of attendance rosters, evaluation summaries, and program information for 5 years.
18. Submit request for PACE stickers if needed.