

Education Director's Duties and Responsibilities

Local Chapter Education Director:

1. Register and greet members and guests at membership meetings and expos.
2. Survey members thru face to face meetings and/or paper surveys on how to provide membership meetings that exceed member expectations.
3. Work with local board of directors to provide speakers and topics for membership meetings.
4. Provide Continuing Education Credit Hours (CE) for membership meetings and expos. Local Director may consult and work with State Director on CE issues.
5. Provide information on professional designation along with setting up courses through self study and/or web-based classes.
6. Submit to State Department of Insurance, forms and fees for approval of membership meetings and expos for Continuing Education (CE) along with proper information after the meeting and/or expo for producer credit. Check with State Education Director before submitting info for CE. Some state chapters submit CE information for their local chapters.
7. Work with expo committee on developing speakers and topics along with development of CE and registration forms.
8. Work with State Education Director on any educational issues.
9. State Education Director:
10. Coordinate all educational activities with local education directors.
11. Help with and/or provide CE for local chapters membership meetings and expos.
12. Coordinate professional designation classes with local education directors and NAHU Education Director.
13. Work with regional directors to develop ideas and strategies that will help their regions and NAHU nationally.

14. Develop with local education directors, speakers and topics for membership meetings and expos.
15. Develop a relationship with their state department of insurance by working with a key contact in the department.
16. Communicate on a regular basis with your local and regional education directors.

Regional Education Director:

1. Attend and participate on national education committee conference calls.
2. Develop with NAHU Education Committee, ideas and strategies that will help state and local education directors complete their responsibilities that will exceed member expectations.
3. Communicate on a regular basis with their state and local education directors on programs and projects that the NAHU Education Committee is working on.
4. Help state and local education directors with their responsibilities and/or duties such as developing speakers and topics for membership meeting and expos.
5. Coordinate with working national advisory groups in determining education market concentration and resources.