

Job Description – Education Committee Chairperson

Reporting to: Executive Committee

Working with: Scholarship and Award Program Rep., Student Events and Services Rep., On-Campus Promotions Rep., Communications Rep., Executive Committee Vice-Chairperson

Term: January – December

Job Function:

The main job function of the Education Committee Chairperson is:

- To coordinate the work of the various committee members and the work of the committee as a whole;
- To provide liaison between the committee and the Chapter Executive;
- To act a primary liaison with college security studies program coordinators in the Chapter area.

Key Responsibilities:

- Organize and attend committee meetings
- Support committee members in the execution of their duties
- Report committee activities to the Chapter executive
- Liaise with members of other Canadian ASIS Chapters responsible for coordinating security studies education and liaison activities for their respective Chapters.
- Report committee expenses to the Chapter Treasurer
- Liaise with the ASIS Foundation and the Academic Program Council
- Review and update committee position descriptions on an annual basis

Created: December 2007

Revised: November 2012