



Continuing Education Director Roles & Responsibilities

1. **Continuing education opportunities for ATABC members**
 - a. Continuously look for continuing education opportunities in BC using various websites (ie. CATA, RMTBC, PABC, SportMedBC, etc);
 - b. Eblast the membership regarding upcoming educational opportunities;
 - c. Develop continuing education opportunities for members;
 - d. Provide opportunity for First Responder re-certification for members bi-annually;
 - e. Liaise with other organizations that provide continuing education opportunities to foster a positive relationship to better serve our members;
 - f. Organize and promote courses offered at the Annual Members Meeting
 - g. Follow up with course participants to determine efficacy of courses;
 - h. Verifies continuing education requirement and conditions with instructors who wish to invite ATABC members to take their course;
 - i. Manage logistics of courses that are conducted by ATABC.

2. **ATABC Awards**
 - a. Eblast certification candidate members regarding upcoming awards;
 - b. Collect & review incoming applications.

3. **Comprehensive Examinations bi-annually**
 - a. Recruit members for various task forces; examiners, models, volunteers ;
 - b. Communicate with students regarding schedule and rooms;
 - c. Collect non-disclosure forms at the site;
 - d. Implement and collect post exam feedback survey for examiners/models and students;
 - e. Communicate with ATABC BOD with regards to the data provided by the survey;
 - f. Communicate with the ATABC Registrar to ensure that students attempting the exam are members of the ATABC;
 - g. Create exam scenarios and provide equipment needed for each scenario;
 - h. Mock up examiners/models;
 - i. Assist with set up and clean up;
 - j. Contact sponsors for lunch for both days; Purchase food (lunch, water, coffee, snacks for both days);

- k. Communicate with examiners/models regarding expenses (hotel, ferry, gas, parking etc.);
- l. Communicate with the ATABC treasurer regarding expenses; create and complete spreadsheet;
- m. Organize delivery of exam with respect to the new CATA format (candidates changing rooms, moving to holding room etc);
- n. Create schedule for exam (organize models, rooms, examiners, candidate schedule);
- o. Photocopy and print exam sheets, model sheets and signage for the exam rooms;
- p. Communicate with the CATA in regards to SAT status for volunteers.

4. **Administrative duties**

- a. Respond to communications between members, CATA, external inquiries and the BOD in a timely fashion via email, Redbooth, etc;
- b. Contribute to the ATABC newsletter;
- c. Attend monthly BOD meetings and Annual Meeting of Members.