

# CONTINUING EDUCATION LEAD

## Overview:

The continuing education committee manages and oversees all continuing education events within PALS Doulas paying special attention to an awareness of what it means to be anti-racist. They will help to raise awareness and opportunities to the importance of anti-racist work.. The skills necessary for these positions are; creativity, task oriented, ability to make deadlines, manage documents and agreements, and work within a tight budget. Must be a strong communicator, event planner and leader.

The Continuing Education team works best with a committee of 6+ volunteers. It is recommended that the CE Lead oversees the overall flow of PALS CE opportunities throughout the year and track the events for historical and reference purposes, while the team volunteers each take on 1-2 events per year and handle communication with any presenters, registration, managing the event on the day of, etc. The CE Lead and other volunteers provide support to the volunteer running each event.

Depending on the number of volunteers on this team, the CE Lead position can fluctuate greatly in hours needed. On average, this position requires about 2 hours per week when in the planning phases of an event. Leading up to a training, with preparation, communications and facilitating, can be 20 hours a week. Having a team work beside you will greatly reduce this time burden.

## Responsibilities:

- Submit monthly report to Board of Directors
- Communicate with NAPS, Simkin Center and Open Arms Perinatal Services about relevant collaboration and events.
- Coordinate location, speaker, CEU's and agreements
- Coordination of 6 or more CE opportunities each year. Planned and advertised to the community *at least* two months in advance.
- Set-up and host each event or have reliable, committed backup in place.
- Communicate with treasurer for payments, communications lead for announcements/requests to membership, and marketing team for calendar updates and advertising.
- Reach out to PALS members, listen and arrange CE opportunities that are of the highest needs/interest within our community.

## Volunteer Responsibilities When Leading an Event:

- Decide on topic, speaker or idea for CE opportunity.
- Coordinate with CE Lead, rest of team and speaker(s) for best date, location (in person or virtual).
- Gather and save signed speaker agreements and any location contracts necessary. Create or acquire from PALS a Zoom link for the event.
- Create (or have CE Lead create) Facebook event with details of event and link for registration.
- Work with CE Lead to ensure CEUs are arranged
- Work with Marketing team to create advertising for event. Send to Communications Lead to distribute to PALS Doulas and distribute throughout relevant areas in the birth community.
- Answer questions about the event as they come up - be available regularly via email to respond to registration or other questions.
- Work with Volunteer Coordinator if necessary for additional volunteers when applicable