

## NorCATA Program Directors - Job Description

### Quarterly Workshops

#### **Concepts**

1. Consult with Board about what kind of topics would be appropriate. Present ideas and review inquiries. Check any information from previous participants on survey or evaluation forms about what members would like to learn more about. There is a list of presenters in the files which provides information about a potential presenter if he/she has presented before. This list can also be consulted about previous topics.
2. Determine the general location of the next workshop. It is rotated around the north, east, south bay and the Annual Business Meeting in the city. There is a list of previously used locations with information about the site as well as contact names and numbers. There is also a list of potential sites not yet used. This should be added to if a new site is heard about.
3. Establish time window and potential dates

#### **Presenters**

1. Recruit presenter
2. Send Workshop Proposal Form to potential presenter
3. Obtain resume/curriculum vita, bio and other CE information needed from presenter
4. Notify presenter of any edits needed of Proposal
5. Submit Proposals to other Board members for review; make final decisions on edits
6. Submit proposed presentation to Board for vote
7. Submit edited text and images to PR Director for use in promotional materials (ensure that all promo materials meet CAMFT and NBCC Continuing Education requirements)
8. Maintain communication with presenter and site representative about arrangements and materials needed, site setup, etc.

#### **Locations**

1. Find location
2. Visit prospective site to make sure it meets our needs
3. Maintain all communication with site re: date and time needed, capacity, room set up, wifi, parking, etc.
4. Confirm appropriateness of site (it needs to be ADA compliant)
5. Sign contract with site if needed

6. Arrange for Treasurer to make payment by date needed

### **Materials**

1. Maintain oversight of art supplies (where stored, what we have and need); maintain inventory of art supplies; purchase new ones as needed. After a workshop check condition of supplies, i.e. sharpen colored pencils, sort materials.
2. Make sure that art supplies are brought to site for workshop
3. Make sure name tags, pens, tape, extension cord, projector, surge protector, etc. are brought to site
4. Make sure that signs are put up directing people to the room

### **Paperwork (must conform to format required by CAMFT)**

1. Create CEU certificate of attendance
2. Sign CEU certificates
3. Make sure that Treasurer or Membership Director tracks registration, creates and brings Sign-In/Sign-Out Sheet and staffs registration table.
4. Create evaluation form
5. Create and sign Letter of Agreement if co-sponsoring workshop; have co-sponsor sign and return it
6. Maintain required CE records (promo materials, blank evaluation form, completed evaluation forms, evaluation summary, blank CE certificate, sign-in/sign out sheet, Letter of Agreement with co-sponsor) in hard copy
7. Maintain required CE records on Google Drive (promo materials, blank evaluation form, evaluation summary, blank CE form, Workshop Proposal Form, presenter resume or curriculum vitae, Letter of Agreement with co-sponsor)

### **Day-Of Presentation Responsibilities**

1. Oversee setup of room
2. Test projector and wifi
3. Greet presenter and assist them with setup
4. Arrange for Board member to introduce speaker
5. Arrange for Board member to review photography disclaimer
6. Arrange for Board member to do announcements (upcoming events, housekeeping, etc.)
7. Hand out evaluations
8. Find volunteer to write up review of workshop; get write-up to President
9. Remind attendees to sign in and out and complete evaluations
10. Collect evaluations and distribute CE forms only after participant has signed in and out and handed in completed evaluation

11. Oversee take-down of room and packing up of supplies; make sure room is left as specified in agreement with site

#### **After Presentation Responsibilities**

1. Compile evaluations and create summary
2. Collect written review for upload to website
3. Send evaluation summary to presenter and review team
4. Update file: Go to past presenter list, past site list and add new info

#### **CEU Provider Status**

1. Work with NorCATA CE Administrator to maintain status and ensure that offerings and promo materials comply with CE requirements. CE Administrator can be someone other than Programs Director
2. Make sure that NorCATA renews its CE provider fee and status annually