



THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

Education Director

Role:

- Creating agenda and meeting minutes for Education Committee meetings and sending an email reminder for the meeting one week in advance to the committee.
- Coordinating workshops with the Education Committee
- Communicating with presenters as needed for planning events
- Relaying all workshop/event information needed for advertising to Admin Coordinator and Marketing Coordinator
- Approving flyers and advertising for events
- Maintaining Approved Provider status, along with Program Reviewer, for APT and CAPT
- Attend Education Committee meetings in the evening (approximately every 6 weeks from September - June)
- Attend board member meetings in the evening (approximately 6 per year)

Time commitment: 3-8 hours depending on the month, and attendance at events