

**ISA
POSITION DESCRIPTION**

SECTION PRODUCT EDUCATION CHAIRMAN

Term of Office: 1 year; can be reappointed

Reports to: Section President

General Function: To fulfill the purpose of the show or exhibit as defined by the Section.

Primary Responsibilities & Duties:

1. Appoint a full committee to cover finances, publicity and contracts, floor arrangements and services, technical program, audio/visual equipment, registration, hosting, social functions, and the membership booth. Default committee members are Publicity, Membership and Directory chairmen and the MACE representative.
2. Secure facility by August 1.
3. Mail out solicitations to vendors no later than November 1.
4. Contact ISA staff to secure membership booth.
5. Completely define technical program by December 15.
6. Insure professional development credit for technical program attendees.
7. Develop a detailed marketing plan by November 1. Include publicity on the ISA Web Site and announcements to the local sections of other engineering societies.
8. Insure Exhibit attendance is logged along with detailed demographic information. Give original attendance sheets to section Secretary. Compile attendance information and distributes copies to section Secretary and all exhibitors.
9. Handle functions related to exhibit closing: Remove all re-usable materials from the exhibit area; secure exhibitor materials until removed; critique the show; prepare financial report with the treasurer; prepare a general report.
10. Submit a written report at the April meeting of the board summarizing cost and attendance figures as well as recommendations for the next product education night.

Resources Available: Section Exhibit Chairman's Guide; Section should have an exhibit; Manual of Operations; Former Exhibit Chairman; other officers and members, ISA Staff.

Thine Commitment: 4-6 hours per week

Meeting Obligations: All meetings related to the exhibit; regular Section meetings.

Working Relationships:

1. Other Officers and Members: Works closely with all show committee members and encourages participation by the members in the exhibit.
2. Staff: Contacts staff to reserve the Membership Booth, order show supplies, arrange for a Publications Display.
3. Other: Involved with exhibitors and suppliers as needed.

Qualifications: A person with a history of dedication and efficiency in managing successful projects.

Method of Appointment: Appointed by the Section president or in compliance with the Section constitution and bylaws.