

**ISA
POSITION DESCRIPTION**

SECTION EDUCATION CHAIRMAN

Term of Office: 1 year; can be reappointed

Reports to: Section President

General Function: Plan, organize and carry out the educational services provided by the Section.

Primary Responsibilities & Duties:

1. Help develop the subject matter for the monthly technical meetings, special conferences, training courses, etc.
2. Alert members to pertinent instrumentation information.
3. Encourage members to prepare papers for ISA conferences and other technical organization events.
4. Maintain liaison with Student Sections and other organizations devoted to technical education and encourage joint programs.

Resources Available: Section Education Chairman's Guide; Former Chairman and other Section officers; ISA staff and materials; District leaders.

Time Commitment: 1-3 hours each week

Meeting Obligations: Section meetings and special events.

Working Relationships:

1. Other Officers and Members: Good interaction within the Section is essential to know what educational opportunities to provide
2. Staff: Resource materials and general knowledge are available from staff
3. Section Program Committee

Qualifications: Interest in furthering the members' knowledge of instrumentation science and technology; a willingness to accept the responsibility. Personal awareness of ISA resources is beneficial.

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