

SECTION ON WOMEN'S HEALTH

Title: Director of Education

Position: Elected

Term: 3 year term – 2 terms

Oversee all educational endeavors for the SOWH. SOWH education includes but is not limited to residency programs, entry level and post-professional education including: regional courses, online courses, home study modules, and CAPP.

WHAT ARE MY DUTIES?

1. **Assist BOD in organization, structure, and function of SOWH**
 - a. Prepare an annual summary and update of activities by CSM deadline
 - b. Initiate dialogue with BoD, follow up and implement initiatives that will facilitate professional development: develop new courses, seminars or other educational venues that will assist members towards specialization.
 - c. Coordinate with the Director of Programming to evaluate comments from CSM and Annual Conference. Base future initiatives regarding professional development on member/attendee suggestions as appropriate
 - d. Coordinate the financial information from all committees and task forces to create annual education budget prior to BOD retreat
2. **Coordinate the Section's Professional development**
 - a. Regional Courses
 - a. Facilitate the planning of regional seminars; work with site and course coordinators to ensure courses represent current women's health practice and are geographically and strategically placed to meet the needs of membership.
 - b. Work with regional courses committee on updating policies and procedures
 - c. Work with BOD and regional course committee to adequately market courses and create procedures that assist in the profitability of regional courses
 - b. Home Study Modules
 - a. Work with HSM committee to develop policies/procedures that ensure the smooth development of HSM
 - b. Collaborate with committee, BOD, and membership to oversee develop of HSM's that meet the needs of membership both in topic and delivery
 - c. Residency
 - a. Oversee the residency committee and collaborate with residency chair.

- b. Provide guidance to chairperson on policies/procedures and marketing of residencies both in creation and admission
 - d. CAPP
 - a. Oversee CAPP committee.
 - b. Coordinate CAPP process with regional course planning, policies, and procedures
 - c. Assist in development of policies/procedures, and marketing of CAPP process
 - e. Other
 - a. Distribute information regarding first-professional clinical internships
 - b. Is a liaison between ABPTS specialty council for women's health and SOWH BOD
- 3. **Attend Meetings:**
 - a. Attends CSM: and SOWH BOD retreat
 - b. Participate in conference calls for BOD and committees (approximately 8/year x 1-2 hr/each)

TIME COMMITMENT:

- o 6-8 hours per week attending to email or phone calls (more email than phone calls). More in some weeks, less in others.
- o Chunks of time are needed to deal with issues that may arise and just prior to CSM and BOD retreat

SO DO I HAVE THE RIGHT ATTRIBUTES FOR THIS JOB?

- o Must be organized and responsive.
- o Are prompt and thorough in answering member/consumer phone calls and emails
- o Diplomatic when it comes to dealing with multiple committee members, membership, and staff
- o Must be aware of current educational practices (delivery, assessment, objectives), evidence based practice

SO WHY SHOULD I DO THIS?

- o An opportunity to hold a leadership role in the Section
- o The opportunity to get to know other section members and assist in their growth in the field of Women's Health professional development
- o A personal growth experience
- o An opportunity for service to the Section and to women, in general.