



Job Description – Education Committee CPP Rep

Reporting to: Education Committee
Working with: PSP Rep, PCI Rep, Website Committee Chairperson, Website Committee Newsletter Rep
Term: January – December

Job Function:

The main job function of the Education Committee CPP Rep is to coordinate and administer the yearly CPP study group. The CPP rep is responsible for aligning speakers and a venue. Additionally the education committee CPP rep is responsible for the reporting of the activities and financials of the committee To the Education Chairperson

Job Responsibilities:

- Attend meetings with the education committee to report committee activities
- Source and secure the CPP study group venue
- Confirm the following with the perspective venue
 - Venue costs
 - Venue capacity
 - Parking
 - Audiovisual capabilities
- Source and secure CPP study group speakers.
- Report CPP study group particulars to the website chairperson
- Collect revenues from CPP study group students.
- Assemble relevant CPP study group material
- Deliver CPP study group material, in accordance with ASIS International guidelines
- Communicate with the Website Committee Newsletter Rep so the appropriate flyer can be created for distribution and posting on the website
- Reports costs to the Chapter Treasurer, so approved expenses can be paid

Created: December 2007
Revised: