



## **Job Description – Education Committee PCI Rep**

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

### **Job Function:**

The main job function of the Education Committee PCI Rep is to coordinate and administer the yearly PCI study group. The PCI rep is responsible for aligning speakers and a venue. Additionally the education committee PCI 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 PCI study group venue
- Confirm the following with the perspective venue
  - Venue costs
  - Venue capacity
  - Parking
  - Audiovisual capabilities
- Source and secure PCI study group speakers.
- Report PCI study group particulars to the website chairperson
- Collect revenues from PCI study group students.
- Assemble relevant CPP study group material
- Deliver PCI 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: