



## **Director of Education Role Description:**

The **Director of Education** serves a two-year term, duties including service as a member of the Executive the Board of Directors (BOD) of the Canadian Gerontological Nursing Association (CGNA – herein referred to as the Association) and assuming the following specific tasks:

### **Administrative**

- Understands the CGNA mission, vision, values, goals and strategic plan, as well as Gerontological Nursing Competencies and Standards, building upon these and working with a variety of stakeholders, including members, subject matter experts and nurse educators who teach gerontological content in PN/RN programs, the CGNA BOD Executive and gerontological nurse researchers to identify shared goals for educational initiatives.
- Leads national initiatives for preparing members to write exam for CNA gerontological certification.
- Collaborates with CGNA BOD and member stakeholders to design and develop an innovative education plan based on identified needs and strategic plan.
- Works with stakeholders and networking partners to identify and develop joint educational offerings.
- Collaborates with the Director of Communications to leverage strategies for marketing educational events for robust response rates. Some overlap between roles will occur, resulting in creative synergy.
- Investigates novel, innovative educational platforms, e.g. webinars, podcasts, blogs and use of social media to communicate with CGNA members and stakeholders to market relevant and quality programs that meet needs for professional development (could include certification programs to college/university PN & RN programs).
- Contributes to the Newsletter and Perspectives to market educational events and produce a regular education column.
- Assumes other educational duties as delegated by the President of the Association.
- Submits an annual report.

**Financial**

- Contributes to the financial planning and budgeting process for the Association.
- Provides recommendations to the Executive of the BOD with respect to budgetary points associated with educational initiatives supported by the Association.

**Meeting Preparation, Conduct and Follow-up**

- Completes designated tasks in follow-up from meetings.