

Position Title: Continuing Education Coordinator

Term of Office: Two (2) year term as appointed by President

Responsibilities:

- I. Follows current IBLCE procedure for maintaining Long-Term Providership and records.
- II. Follows current procedures to obtain RN/LPN Contact hours. Records are maintained by facilities providing.
- III. Submits applications, speaker qualifications, outlines, evaluations and attendance lists to Ensure compliance with record keeping requirements for continuing education by appropriate organizations.
- IV. Provides summary of evaluations to Speaker Coordinator (to send with thank you note to the speaker) and to President.
- V. Provides certificates, membership sign-in sheets and evaluations at meetings (or makes arrangements to be sure they are at the meeting and returned in timely manner).

Meeting Attendance:

1. Membership meetings