



CHAPTER EDUCATION CHAIR

“I got the title, NOW WHAT?????”

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PPG Industries

Gulf States Region Education Chair



Job Description

- Develop, implement and administer the Chapter's education program.
- Coordinate activities with Chapter Certification and Technical committees and the Academic Affairs program.
- Assist Academic Affairs Program working with local educational institutions in establishing programs and courses in construction comm.



Committee Structure

- Standing committee of the Chapter Board
- Committee should be made up of professional. Industry and associate members who will devote time to projects and have an affinity for working with faculty members and students.
- Members should be able to serve for an extended period- 2 years or more.



Committee Chair

- Appointed by the Board
- Liaison with Region Education Committee
- Encourage chapter programs be registered for CEU credit.
- Review program information submitted for CEU credit and register with CSI or AIA.
- Submit a report on the status of the Chapter Education Committee to the Board by July 1st



Continuing Education

- The content of a program must be oriented toward application.
- It should reflect current thinking in the industry and as such, expand, update or exchange current information in construction communications.



Format

- Lectures
- Workshop Demonstrations
- Panel Discussions
- Field Trips



Topics

- Contract Development
- Specification Development
- Building Products and Techniques
- Project Execution
- Design Considerations and Construction Trends
- Institute and Chapter Programs
- Other Broad Topics



Registering Programs

- AIA Form A
- AIA Form B
- Seminar/ Program Review Form
- Keep A File of Completed Forms



Committee Finances

- Should have a budget reflected in the Chapter P & L
- Can be a money maker for the chapter, but that is not the purpose of the committee.
- Sponsorships
- Program Fees
- Charge or not to charge THAT is the question!



Committee Finances

- Program Location Expense
- Food/ Refreshment Expense
- See “How to Plan a Seminar” Power Point on Region Website



Program Scheduling

- Evenings versus Afternoons
- Every 9-16 weeks
- One or Two Day Seminars



Program Locations Pros & Cons

- Hotel Meeting Room
- Conference Room
- Conference Center
- Vendor Location
- Site Tour



Sponsorships

- Put together annual programs calendar.
- Get opportunities out EARLY. Many reps must turn in their expense plan Nov-Dec prior year.
- Give good exposure opps. For vendors to sponsor programs.
- Thank, Thank and Re-Thank sponsors at all appropriate times.
- Some events may warrant more than one sponsor.
- Good reason for an Education Committee



Invitations

- Partner with other organizations when possible for better attendance potential
- Send early, send often
- Most RSVP's will come back the week before or of the program.
- Email, Snail Mail, Web Page Ad, Newspaper...others?



Closing Comments

- Keep a Chapter record of all CEU programs with a copy of the Form B's- Anyone who has been audited will appreciate this archive.
- Be open to program ideas. They come from a wealth of places.



Q & A Time

- Program will be available on the Region Web Site along with “How to Plan a Seminar” Power Point
- kkile@ppg.com
- 615-347-4572
- Thanks for attending... Let's go EDUCATE the Gulf States Region Construction Community!