SVT Job Description

SVT Position:	**CPD Coordinator**
Committee:	Education Committee
Reporting to:	Education Committee Chair
Role Outline:	To collect & record AVS members CPD submissions on a yearly basis
Role Term:	1 Year
Essential Activities:	☐ Send out requests for CDP submissions to all AVS's before the 31st Aug each year. ☐ Collate and record the CPD submissions for each member on a CPD database ☐ Send out 'At Risk' status letters if no submissions received by 31st October, and 'Elapsed' status letters if no submission by 31st Dec. ☐ Send the CPD Status of each member to the Membership Secretary to update on the database
Regular Meetings:	☐ Attend Education Committee Meetings (Quarterly)
Regular / Routine Activities:	☐ Produce an annual summary report for the Education committee
Other (Less frequent) Activities:	☐ Be available to respond to member queries promptly. ☐ Consider issues, comment and vote on items raised by the committee. ☐ Keep up-to-date accurate, secure records of your committee work and make these available for a smooth handover (including a detailed guide where appropriate) when the role term finishes.
Conduct:	Abide by "Standards of Conduct, Performance and Ethics for SVT Executive officers and all subcommittee SVT members" 2010
Last Updated:	November 2010