

Northeast Wisconsin Payroll Chapter

Job Title: Director of Education	Term Commitment: Two Year
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Position Overview

This board position is responsible for keeping the Chapter members educated in payroll, including organizing study groups (FPC and/or CPP).

Essential Job Functions

- Organize and coordinate study groups for payroll certifications (FPC and/or CPP) for fall and spring testing windows
- Recognize and reward new individuals receiving their payroll certifications.
- Find educational opportunities for RCH credits and inform the Website Coordinator or the Chapter Coordinator
- Update Chapter members of any regulatory changes affecting payroll during monthly meetings and by putting on the website.
- Responsible for knowing the Chapter membership and who has a certification and who does not.
- Responsible for promoting payroll education and certification to grow the Chapter membership.
- Assist with securing monthly meeting speakers, topics and locations.
- Be active in Chapter member mentoring.

Chapter Monthly Meeting Job Functions

- Report on any new regulatory changes affecting payroll
- Report any payroll training opportunities available, including having handouts available at monthly meetings
- Coordinate at least one meeting a year as the monthly chapter host

Requirements

- Attend monthly chapter meetings
- Attend scheduled board meetings
- Be a member of the local Chapter in good standing
- Be a member of National PAYO in good standing

Other Skills/Abilities

- FPC or CPP preferred
- Must have training experience
- Must be up-to-date on all aspects of payroll compliance

NOTE: This job description is not intended to be all-inclusive. Officer may perform other related duties to meet the ongoing needs of the organization.
