



VICE PRESIDENT, EDUCATION AND MEETINGS

The Vice President, Education and Meetings is responsible for the overall direction of AASLD's education and meetings programs. This includes the overall strategy of AASLD's education initiatives, meetings management and logistics, exhibit and sponsorship relations, and budget management (including revenue generation) in collaboration with the AASLD leadership team, member leaders and department staff. AASLD convenes a number of meetings throughout the year to facilitate the leadership activities of our Board, Committees, and other internal groups. The Vice President leads a department of 13 full-time professionals along with overseeing diverse vendor relationships.

The Vice President ensures AASLD's mission is reflected in all related activities, understands the unique culture of AASLD, and is responsible for developing and maintaining positive relationships with other organizations that are consistent with, and advance the interests of, AASLD and its constituents.

Strategic Leadership

Strategically responsible for AASLD in all aspects of education, meetings, and training programs including preparing, reviewing and presenting the annual strategic plan.

Core Responsibilities

Provide oversight and management of Education department products and programs

- Educational program design
- Abstract and program development processes
- Project management of educational products
- Adherence to ACCME standards and guidelines
- Written quarterly updates to CEO
- Management of online learning and tools
- Maintenance and updates to departmental SOP's including timelines

Provide oversight and management of Training and Maintenance of Certification (MOC) products and programs

- Workforce and training to include related graduate medical education issues and the transplant hepatology pilot program
- MOC product development and implementation

Provide oversight and management of Meeting and Conference department activities

- Site selection and contract negotiations
- Program planning and timelines
- Meeting logistics and onsite management
- Maintenance of historical records
- Oversight for the preparation of, and ongoing updates to, departmental SOP's, including timelines

Provide oversight and management of Registration and Exhibit and Corporate Support department activities

- Registration (pre and onsite) process for meetings
- Exhibit Hall functions and activity
- Exhibitor relations
- Oversee preparation and ongoing updates to departmental SOP's including timelines

Budget

- Work with teams in Meetings, Education and Training on budget preparation
- Administer and control approved budget for overall department expenditures
- Oversee and review invoices and monitor expenses and take corrective action to meet financial goals
- Review monthly financial reports provided by Finance and Accounting
- Evaluate proposals for cost efficiency and quality

General

- Evaluate new technologies that further enhance the effectiveness of the meetings and education departments
- Oversee AASLD travel agency and policies
- Collaborate with association staff to ensure effective promotion and branding of AASLD programs and products
- Oversee educational committees and task forces
- Directing the development of content
- Identifying new product ideas
- Guiding program committee involvement
- Ensuring continuing education goals are met

Supervisory Tasks

- Supervises Education, Registration and Exhibits, Meetings, and Training functions
- Reviews department goals and objectives and reorganizes duties as necessary
- Encourages interdepartmental communication to further advance the objectives of the association
- Determines responsibilities of assigned organization and staff positions to accomplish business objectives

CORE COMPETENCIES:

Successful candidates must have a bachelor's degree. Preference will be given to candidates with certifications such as the CAE credential and experience in adult education/instructional design/learning practices. Successful candidates should possess strong written and verbal communications skills, budgeting skills (with demonstrated success in meeting budget goals), and a commitment to use data to make strategic decisions for the organization. Finally, experience with building successful relationships with staff colleagues and direct reports in a fast-paced and collaborative environment is critical.