

Cheyenne Mountain Zoo Auxiliary
Job Description - April 2024

Position Title: Continuing Education Credits Chairperson (CEC Chair)

Reports to: VP Education

Position Summary:

The CEC Chair is responsible for planning and incorporating CEC Programs for the Auxiliary, including but not limited to workshops, tour refreshers and certifications, Fall Recall and Spring Fling refreshers. This position reports directly to the Vice-President Education and has a seat on the Education Committee. A previous Board decision indicated that this position should head a CEC Committee.

Responsibilities and Duties:

- In June to August, meets with the VP Education and the Education Committee to:
 - Determine the dates for the CEC workshops and reserve the appropriate venue through the President-Elect,.
 - Determine the tour refreshers and general workshops for the year,
 - Determines which, if any tours and/or safaris may need to be refreshed (revised, updated), submitting these items for revision as per the Education Committee procedures,
 - Solicit presenters and assistants at the Joint Meeting in June, via a signup sheet and/or by emailing all active docents through the Auxiliary email.
- Track the following for the current docent year, disposing of the data at year's end:
 - Completion of Fall Recall and Spring Fling,
 - Attendance of CEC workshops and refreshers,
 - Certification on advanced tours and safaris,
 - Completion of other approved methods of earned CECs as outlined in the Rules & Policies.
- Submit earned CEC credits to the Service Registrar monthly. Docents are required to earn two (2) CECs annually to maintain active status. Assists the Past-President to ensure compliance, as needed.
- Track advanced tour certification and submit the names of the docents who certify on advanced tours and safaris to the Corresponding Secretary, Tour Coordinator and Safari Coordinator throughout the year.
- Discuss with the VP Education and the Education Committee any presentations sponsored by the EdVenture Department or other zoo departments that may be attended and for which CEC credit may be granted (i.e., ZOOM Refreshers).
- Submits monthly articles to Zooline (CEC Corner) and makes announcements as necessary at monthly meetings.

Timeline:

June

- Review the evaluation form to determine program needs for the new year.
- Coordinate with the VP Education regarding Education Committee meetings.

July

- Meet with the Education Committee to determine CEC programs for the year.
- Meet with the Education Committee to submit any tours or safaris for revisions.
- Form a sub-committee to assist with CEC programs.
- Coordinate with President-Elect to reserve rooms for the year's CEC programs.

August

- Write Fall Recall. Send the Fall Recall out via Auxiliary email on August 15 with a September 30 deadline. Submit the Fall Recall to Zooline for the September issue.

September

- Coordinate with the VP Education to confirm CEC programs during Zoo School training.
- Collect completed Fall Recall and submit earned credits to the Service Registrar.

October - November

- Implement CEC workshops/refreshers.
- Submit earned CECs to the Service Registrar monthly.
- Submit new Tour/Safari Certifications to the Tour/Safari coordinators as applicable.
- Review Zoo School training schedule with VP Education to determine which sessions will be content classes and worth CEC credit, ensuring these are highlighted on the schedule.

December - January

- Submit earned CECs to the Service Registrar monthly.

February

- Submit earned CECs to the Service Registrar monthly.
- Write Spring Fling. Send the Spring Fling out via Auxiliary email on February 15 with a March 30 deadline. Submit the Spring Fling to Zooline for the March issue.

March - April

- Submit earned CECs to the Service Registrar monthly.
- Implement CEC workshops/refreshers.
- Submit earned CECs to the Service Registrar monthly.
- Submit new Tour/Safari Certifications to the Tour/Safari coordinators as applicable.
- Review list of active docents who are short of their CEC requirements for the year with the Past-President.

May

- Update Job Description and provide it to the President-Elect.
- Complete and submit the annual report and provide it to the President.
- Update CEC notebook as necessary.