Director, Education & Conference

Position Description

The AMUG Director, Education & Conference is elected by the AMUG members and serves on the Board of Directors for two years. Director, Education and Conference is the primary lead for developing, coordinating, and implementing the agenda and programs for the annual User Group Conference. Director, Education and Conference develops the AMUG-specific programs that fulfill the AMUG objectives and purposes as outlined in the AMUG Bylaws.

Primary responsibilities of the Director, Education & Conference include, but are not limited to:

- Oversee and manage all education programs for the AMUG Conference and ensure programs are reflective of AMUG's mission, vision, purposes and objectives.
  - Coordinate with the Track Leader Chair, Vice President, Director Sponsors and Exhibitors, and the Director Marketing and Events, to develop programs at the AMUG Conference that:
    - Encourage effective information exchange of non-proprietary strategies and application by providing a forum for presentation, training seminars and paper at the AMUG Conference;
    - Facilitate a forum for vendors, along with users, to develop applications and best practices of AM equipment, AM materials, ancillary equipment/processes, and complementary software;
    - Identify problems and propose solutions to problems that apply to hardware, materials and software;
    - Facilitate sharing practices and techniques to be used by the membership.
  - Manage the development of the AMUG general sessions, including locating and securing AMUG keynote speakers, and developing the layout and structure of the AMUG general sessions.
  - Work with the Board of Directors and Committee Chairs to develop and implement individual participation at the AMUG Conference
  - Work with the Track Leader Chair to ensure the track programs support the forum for users to develop industrial applications and best practices of AM equipment, AM materials, ancillary equipment/processes, and complementary software.
  - Coordinate with the Vice President and Director, Sponsors and Exhibitors on all high-level sponsor programs, including sponsor speaking sessions on the agenda.

- Coordinate with the Collaboration Committee to understand and manage implementation of industry affiliate programs and media sponsors at the AMUG Conference.
- Coordinate with the AMUG Operations Manager on the development and production of the conference program, both online and print.
- Provide AMUG Newsletter content as required.
- Provide Agenda and Program updates and reports to the Board of Directors.
- Committee Participation:
  - Board liaison for the Agenda and Program Committee;
  - Serves on Collaboration Committee;
  - Board liaison for the Track leader Committee;
  - Interfaces with other committees as necessary.

Expectations

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Attend AMUG Board of Directors meetings.
- Attend the annual AMUG Conference.
- Arrive the Friday before the AMUG Conference
- Attend AMUG Committee Chair meetings.
- Attend the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- Assist in transition of duties to the Director, Education & Conference-elect.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

Time Commitment (minimum)

- Board of Director meetings – 1 hour @ 2/month
- Committee Chair meeting – 1 hour/month
- Annual Board meeting – up to 4 days/year (Travel required)
- Committee meetings:
  - Track Leader Committee meeting – 1 hour twice a month
  - Agenda Committee meeting – 1 hour biweekly
  - Collaboration Committee Meeting – as needed

- Attend Annual AMUG Conference from Friday to Friday
- Note: Meetings will generate action items that will require additional time

Term

- Director, Education & Conference position is a minimum of two years.
- No limitation on the number of terms.

Qualifications

AMUG Member in good standing as outlined in the AMUG Bylaws, Article 12, Members.
No position, except the Treasurer, may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment. In addition, the Treasurer and Director at Large may not be from the same company or affiliate due to financial responsibilities.

Experience

Demonstrated active support of AMUG's mission, philosophy, objectives and purpose.
Previously served on the AMUG Track Leader Committee highly desirable but not required.
Director, Education & Conference position does not provide an automatic ascension to any Board of Director position.

Revision History

Amended 10/20/2022, AMUG Board of Directors
Amended 07/20/2023, AMUG Board of Directors
Amended 12/9/2024, AMUG Board of Directors
Amended 11/4/2026, AMUG Board of Directors