



Physicians Caring for Texans

## TEXAS MEDICAL ASSOCIATION JOB DESCRIPTION

**DEPARTMENT** Conference Management  
**TITLE** CME Conference Coordinator  
**SUPERVISOR** Conference Manager

### BASIC FUNCTION

Coordinate development, marketing, and implementation of more than twenty continuing medical education programs at TMA's annual meeting; assist with production of TMA's Fall and Winter Conference.

### MAJOR RESPONSIBILITIES/TASKS

- 1. Coordinate development of continuing medical education programs at TMA conferences.** Gather background data for physician planners, develop and ensure timely completion of production schedules, research and conduct course needs assessment, prepare applications for continuing medical education accreditation, and ensure compliance with standards of the Accreditation Council for Continuing Medical Education (ACCME).
- 2. Coordinate speaker activities for conference programming.** Prepare speaker letters, track CME commercial disclosures, upload handouts and presentations, and process honoraria and travel reimbursements, track and develop speaker evaluation summaries.
- 3. Coordinate logistics for conference programming.** Set up programs in TMA's data base, process registrations, reconcile continuing medical education reporting forms, provide on-site staffing, and answer telephone and e-mail inquiries.
- 4. Coordinate marketing activities.** Write copy and coordinate development of conference promotional materials with in-house graphics department. This includes brochures, ads, target mailings, and conference Web sites.
- 5. Registration Team Lead for Fall and Winter Conferences.** Serve as registration lead for the Fall Conference and Winter Conference. Work registration and other duties as assigned onsite. Position may be cross trained on additional duties such as coordinating speakers, logistics, marketing items, etc..

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6. **Participate in the general administrative activities of the department.** This includes weekly department staff meetings, quality improvement committees, and conference production teams.

## **SUPERVISORY RESPONSIBILITY**

No direct supervisory responsibility. This position will, however, serve as leader of a four to ten person production team of peers that develops continuing medical education programs for the annual conference as well as a 2-4 person registration team for Fall and Winter Conferences.

## **INDEPENDENCE/SUPERVISION RECEIVED**

Duties are performed independently according to department policies and procedures; however, methods and procedures may not be specifically defined. Employee is often required to develop or research appropriate methods and procedures to be used.

## **GENERAL QUALIFICATION REQUIREMENTS**

### **Knowledge and Experience**

This position requires concentrated understanding of a specialized area of knowledge normally acquired through attainment of a bachelor's degree in a related field, plus 2 to 3 year's experience. Degree in education, communication, management or liberal arts discipline preferred.

### **Skills and Abilities**

- Exceptional project management skills and ability to lead the CME production team.
- Prioritize/perform multiple tasks with strict attention to detail despite many interruptions.
- Must embrace technology for use in maintaining calendars, and organizing tasks.
- Excellent organizational, interpersonal, and communication skills essential.
- Some overnight travel required.
- Ability to understand and follow oral and written instructions with minimal supervision.
- Work effectively with other TMA employees in a team environment.
- Ability to deal effectively with members and the public via telephone and in person.
- Proficient with Outlook, Word, Excel, and PowerPoint.

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The purpose of a job description is to describe the overall function and general responsibilities of a job. Job descriptions are used in hiring and training and to provide employees with a better understanding of employer expectations. Descriptions are revised as job responsibilities change.

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