

<b>Committee</b>	<b>Education Committee</b>
<b>Committee Charge</b>	Management and oversight of educational webinars, courses, products, and resources.
<b>Committee Goals/Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Strategically plan and actively participate as moderators in monthly webinars.</li> <li>2. Review and approve content for sponsored webinars.</li> <li>3. Review scholarship applications and select recipients on an annual basis.</li> <li>4. Monitor the NAMSS Connection Zone to inform education development and potential SMEs.</li> <li>5. Assess current educational offerings and monitor effectiveness of in-person, virtual, and online educational activities and products.</li> <li>6. Oversee the following education activities: <ol style="list-style-type: none"> <li>a. In-person and online courses</li> <li>b. Educational products and resources</li> </ol> </li> <li>7. The following subcommittees fall within the Education Committee oversight: <ol style="list-style-type: none"> <li>a. Courses Subcommittee</li> <li>b. Products and Resources Subcommittee</li> </ol> </li> </ol>
<b>Committee Composition</b>	The Education Committee is comprised of the following members: the Chair, the Vice Chair, the (2) chairs of each reporting subcommittee (Courses Subcommittee and Products and Resources Subcommittee), the Conference Committee liaison, and a minimum of (2) general members. The President-Elect/Gateway Editor also serves in an advisory role to the committee as a non-voting member.
<b>Membership Term</b>	All committee members, including the Chair, serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1 <sup>st</sup> – December 31 <sup>st</sup> .
<b>Expected Commitment</b>	The Education Committee meets monthly by virtual conference. Time commitment is 1-3 hours per month (approximate). Commitment may be higher during scholarship application review periods.
<b>Selection/ Appointment</b>	The Chair and Vice Chair are appointed by the President-Elect. Committee members are selected by the President-Elect with input from the Education Committee Chair. Committee member selections are approved by the Board of Directors.
<b>Reporting</b>	The Education Committee reports to the Professional Development Council, providing verbal or written updates as needed.

<b>Committee Requirements</b>	<p><b>Committee Members:</b></p> <ol style="list-style-type: none"> <li>Express desire to serve with an interest/background in education.</li> <li>Must be able to carry out the work of the committee.</li> <li>Desire to advance the mission of NAMSS.</li> <li>Active in the medical services or managed care profession.</li> <li>Ability to work well with others.</li> <li>Ability to make the necessary time commitment.</li> <li>NAMSS member in good standing.</li> <li>Ability to attend and actively participate in conference calls.</li> <li>The Chair may identify specific needs based on committee need (i.e. MCO, CVO, Hospital representatives or members with an interest in Industry Updates, Executive Leadership, etc.).</li> </ol> <p><b>Committee Chair:</b> In addition to the qualifications listed above, it is recommended but not required that the Chair previously served as Vice Chair of the Education Committee. Additionally, the Chair must hold CPCS, CPES, or CPMSM certification.</p>
<b>Committee Roles and Authorities</b>	<p><b><u>Makes Decisions</u></b></p> <ol style="list-style-type: none"> <li>Updates to educational courses and products content.</li> <li>NAMSS Educational Scholarship recipients. <ul style="list-style-type: none"> <li>Continuing Education Scholarship(s)</li> <li>Charlotte Cochrane Scholarship</li> <li>Annual Conference Scholarship(s)</li> <li>Certification Examination Scholarship(s)</li> </ul> </li> <li>Webinar programming.</li> </ol> <p><b><u>Makes Recommendations (to the Professional Development Council)</u></b></p> <ol style="list-style-type: none"> <li>New educational courses (in-person and online) or products.</li> </ol> <p><b><u>Provides Input</u></b></p> <ol style="list-style-type: none"> <li>Educational product development and content.</li> </ol> <p><b><u>Monitors</u></b></p> <ol style="list-style-type: none"> <li>Sales of and need for educational products.</li> </ol>
<b>Staff Liaison(s)</b>	<p>Katie Carroll, Education &amp; Operations Sr. Associate <a href="mailto:kcarroll@namss.org">kcarroll@namss.org</a>, (202)-367-2416</p> <p>Aidan Muldoon, Membership &amp; Operations Associate <a href="mailto:amuldoon@namss.org">amuldoon@namss.org</a>, (202)-367-2389</p>

Amended Date	Board Approval Date
12/6/2021	12/6/2021
11/10/2022	12/5/2022
10/9/2023	12/6/2023
11/19/2024	12/9/2024
10/16/2025	11/17/2025