

Committee	Subject Matter Expert (SME) Committee
Subcommittee Charge	Oversee Subject Matter Experts (SME) and instructor recruitment, instructor course assignments, course material updates, policy updates, and any course relevant projects.
Subcommittee Goals/Responsibilities	1. Recruit and retain qualified SMEs for course development and updates. 2. Recruit and retain qualified course instructors (in-person and virtual). 3. Maintain call for SMEs to identify high potential volunteers for educational projects. 4. Review, evaluate, and recommend to the Professional Development Council updates to SME and instructor policies (NAMSS Education Policies and Procedures).
Subcommittee Composition	The Subject Matter Expert Committee is comprised of the following members: a Chair, a Vice Chair, and a minimum of six (6) additional members.
Membership Term	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 st – December 31 st .
Expected Commitment	The Subject Matter Expert Committee meets monthly by virtual conference. Committee Members also must audit at least (1) course per year. Time commitment is 3-4 hours per month (approximate).
Selection/Appointment	The Chair and Vice Chair are appointed by the President-Elect. Committee members are selected by the President-Elect with input from the committee Chair. Committee member selections are approved by the Board of Directors.
Reporting	The Subject Matter Expert Committee reports to the Professional Development Council, providing verbal or written updates as needed.
Subcommittee Requirements	Committee Members: 1. Express desire to serve with an interest/background in education. 2. Must be able to carry out the work of the committee. 3. Desire to advance the mission of NAMSS. 4. Active in the medical services or managed care profession. 5. Ability to work well with others. 6. Ability to make the necessary time commitment. 7. NAMSS member in good standing. 8. Ability to attend and actively participate in conference calls. 9. 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.). Committee Chair: In addition to the qualifications listed above, the Chair must hold CPCS or CPMSM certification.
Subcommittee Roles and Authorities	<u>Makes Decisions</u> 1. Subject Matter Expert review and selection. 2. Approve or decline student instructor applications. 3. Annual review of current instructors.

	4. Assign instructors for NAMSS and state-hosted courses in collaboration with NAMSS staff. <u>Makes Recommendations (to the Professional Development Council)</u> 1. Updates to SME and instructor policies NAMSS Education Policies and Procedures. <u>Provides Input</u> 1. Opportunities to expand or streamline SME and instructor resources. <u>Monitors</u> 1. Student instructor application compliance. 2. Subject Matter Expert conflict of interest compliance.
Staff Liaison(s)	Shannon Cullen, Operations Sr. Coordinator scullen@namss.org, (202) 367-2361 Katie Carroll, Membership & Operations Sr. Associate kcarroll@namss.org, (202) 367-2416

Amended Date	Board Approval Date
12/6/2021	12/6/2021
11/10/2022	12/5/2022
10/4/2023	12/6/2023
11/21/2024	12/9/2024
10/13/2025	11/17/2025