

Committee	NAMSS Courses Subcommittee
Subcommittee Charge	Oversight of NAMSS' educational courses.
Subcommittee Goals/Responsibilities	<ol style="list-style-type: none"> 1. Oversee and validate effectiveness of online/on-demand course content. 2. Review, evaluate, and update on-demand courses. 3. Collaborate with NAMSS Instructors and Instructor Course Champions to review and update in person and virtual course content and ensure that the content aligns with online/on-demand course content. 4. Recommend new course content to the Education Committee. 5. Assist Education Committee in discerning webinar topics not covered by, but complimentary to, NAMSS' educational courses. 6. Monitor the NAMSS Connection Zone to inform education development and potential SMEs. 7. Review NAMSS educational scholarship applications.
Subcommittee Composition	The NAMSS Courses Subcommittee 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 NAMSS Courses Subcommittee meets as needed via virtual conference. Special project task forces may meet more frequently for a couple months each year and will meet with instructors following live course iterations and on an as-needed basis. Time commitment is 4 – 6 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 Education Committee Chair and the Courses Subcommittee Chair. All committee member selections are approved by the Board of Directors.

Subcommittee Requirements	<p>Subcommittee Members:</p> <ol style="list-style-type: none"> 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 staff services, provider enrollment 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 virtual or in person meetings. 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.). <p>Subcommittee Chair:</p> <p>In addition to the qualifications listed above, the Chair must hold CPCS, CPES, and/or CPMSM certification.</p>
Subcommittee Roles and Authorities	<p>Makes Decisions</p> <ol style="list-style-type: none"> 1. Updates to course content and materials. <p>Makes Recommendations (to the Education Committee)</p> <ol style="list-style-type: none"> 1. New course offerings. <p>Provides Input</p>
Staff Liaison(s)	<p>Katie Carroll, Education & Operations Sr. Associate kcarroll@namss.org, (202) 367-2416</p> <p>April Cheverette, Education and Learning Services Manager acheverette@namss.org, (312) 673-4727</p>

Amended Date	Board Approval Date
12/06/2021	12/06/2021
10/31/2022	12/05/2022
10/11/2023	12/06/2023
11/22/2024	12/09/2024
10/06/2025	11/17/2025