

Committee	Products and Resources Subcommittee
Subcommittee Charge	Oversight of educational products and resources.
Subcommittee Goals/Responsibilities	<ol style="list-style-type: none"> 1. Review, evaluate, and update educational products and resources in collaboration with the Courses Subcommittee. 2. Recommend new educational products and resources. 3. Monitor the NAMSS Connection Zone to inform education development and potential SMEs. 4. Review NAMSS educational scholarship applications.
Subcommittee Composition	The Products and Resources Subcommittee is comprised of the following members: the Chair, the Vice Chair, and a minimum of (4) additional members. Additional Subject Matter Experts will be engaged as-needed on a per-project basis.
Membership Term	All subcommittee 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 Products and Resources Subcommittee meets as-needed by virtual conference. Time commitment is 3-4 hours per month (approximate) when actively working on a project. Subcommittee members are expected to meet and/or communicate with engaged SMEs for assigned projects on an as-needed basis and to serve in an oversight and support role for external SMEs.
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 Products & Resources Subcommittee Chair. Committee member selections are approved by the Board.
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 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.). <p>Subcommittee Chair:</p> <p>In addition to the qualifications listed above, the Chair must hold CPCS, CPES, or CPMSM certification.</p>

Subcommittee Roles and Authorities	<p><u>Makes Decisions</u></p> <ol style="list-style-type: none"> Updates to educational products and resources. <p><u>Makes Recommendations (to the Education Committee)</u></p> <ol style="list-style-type: none"> New educational products or resources.
	<p><u>Provides Input</u></p> <ol style="list-style-type: none"> Product and resource development and content. Reviews NAMSS educational scholarships <p><u>Monitors</u></p>
Staff Liaison(s)	<p>ShaLisa Peterson, Membership & Operations Sr. Associate speterson@namss.org, (202)-367-2387</p> <p>Jill Swanson, Manager, Education and Learning Services jswanson@namss.org, (202)-367-2359</p>

Amended Date	Board Approval Date
12/6/2021	12/6/2021
11/10/2022	12/12/2022
11/25/2024	12/9/2024
10/24/2025	11/17/2025