

Committee	Professional Development Council
<b>Committee Charge</b>	Provide strategic planning and oversight of all NAMSS educational activities.
<b>Committee Goals/Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Oversee strategic planning for all NAMSS educational activities and advise the Board of Directors regarding programming needs and support.</li> <li>2. Determine the educational needs of the membership (as identified through needs assessments and feasibility studies) and identify or develop resources and delivery modalities to address those needs.</li> <li>3. Oversight of Subject Matter Experts (SME) and instructor recruitment, retention, and training.</li> <li>4. Review, evaluate, and approve education program recommendations submitted by supporting committees (NAMSS Education Policies and Procedures).</li> <li>5. The following committees fall within the Professional Development Council oversight:           <ol style="list-style-type: none"> <li>a. Education Committee</li> <li>b. Conference Committee</li> <li>c. Accreditation Committee</li> <li>d. Subject Matter Expert Committee</li> </ol> </li> </ol>
<b>Committee Composition</b>	The Professional Development Council is comprised of six (6) members; a Chair, the chairs of each reporting committee, and the immediate past chair of the Professional Development Council. The NAMSS Immediate Past President serves as Council chair. The immediate past chair of the Professional Development Council shall remain an ad-hoc member for one year following their term for continuity.
<b>Membership Term</b>	All committee members, with the exception of 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). The Chair serves a one-year term and is not eligible for reappointment. Terms run January 1 <sup>st</sup> – December 31 <sup>st</sup> .
<b>Expected Commitment</b>	The Professional Development Council meets monthly by virtual conference. Time commitment is 3-4 hours per month (approximate).
<b>Selection/Appointment</b>	Council members are appointed to their respective committee by the President-Elect with input from the Council Chair. The Chair role is filled by the Immediate Past President of NAMSS. All council member selections are approved by the Board of Directors.
<b>Reporting</b>	The Professional Development Council reports to the Board of Directors, providing verbal or written updates as needed.
<b>Committee Requirements</b>	<p><b>Committee Members:</b></p> <ol style="list-style-type: none"> <li>1. Express desire to serve with an interest/background in education.</li> <li>2. Must be able to carry out the work of the Council.</li> <li>3. Desire to advance the mission of NAMSS.</li> <li>4. Active in the medical services or managed care profession.</li> <li>5. Ability to work well with others.</li> <li>6. Ability to make the necessary time commitment.</li> <li>7. NAMSS member in good standing.</li> <li>8. Ability to attend and actively participate in conference calls.</li> </ol>

	<ol style="list-style-type: none"> <li>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.).</li> </ol> <p><b>Committee Chair:</b></p> <p>In addition to the qualifications listed above, the chair shall have served as NAMSS Board of Directors President prior to their term as Council chair.</p>
<b>Committee Roles and Authorities</b>	<p><b><u>Makes Decisions</u></b></p> <ol style="list-style-type: none"> <li>1. Education Strategic Planning.</li> <li>2. Educational Programming Development and Delivery.</li> </ol> <p><b><u>Makes Recommendations (to the Board of Directors)</u></b></p> <ol style="list-style-type: none"> <li>1. New educational offerings.</li> <li>2. Education policies and procedures, including but not limited to:           <ol style="list-style-type: none"> <li>a. Instructors and Courses</li> <li>b. Educational Conference &amp; Exhibition</li> <li>c. CE Program Accreditation</li> </ol> </li> </ol> <p><b><u>Provides Input</u></b></p> <ol style="list-style-type: none"> <li>1. Educational product development and content.</li> <li>2. Continuing Education Credit evaluation and award.</li> </ol> <p><b><u>Monitors</u></b></p> <ol style="list-style-type: none"> <li>1. Instructor recruitment, training, and evaluation including conflict of interest management.</li> <li>2. Subject Matter Expert recruitment and management.</li> <li>3. Sales of educational products.</li> <li>4. Need for educational courses and products.</li> </ol>
<b>Staff Liaison(s)</b>	<p>Allison Isch, NAMSS Education &amp; Operations Manager  <a href="mailto:aisch@namss.org">(aisch@namss.org)</a>/(202) 367-2310</p> <p>Shannon Cullen, NAMSS Membership &amp; Operations Coordinator  <a href="mailto:scullen@namss.org">(scullen@namss.org)</a>/(202) 367-2361</p>

Amended Date	Board Approval Date
12/6/2021	12/6/2021
11/16/2022	12/5/2022
10/30/2023	12/6/2023
10/28/2024	12/9/2024
10/30/2025	11/17/2025