

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 and subcommittees (NAMSS Education Policies and Procedures).</li> <li>5. The following committees and subcommittees 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 Subcommittee</li> <li>d. Subject Matter Expert Subcommittee</li> </ol> </li> </ol>
<b>Committee Composition</b>	The Professional Development Council is comprised of five (5) members, a Chair, and the chairs of each reporting committee and subcommittee. The NAMSS Immediate Past President serves as Council chair.
<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 Conference call and in-person at the NAMSS Educational Conference & Exhibition. Time commitment is 3-4 hours per month (approximate).
<b>Selection/Appointment</b>	Council members are selected by the President Elect with input from the Council Chair. The Chair is appointed by the President-Elect with approval from the NAMSS Board of Directors. 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>	<b>Committee Members:</b> <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>

	<p>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> <p><b>Committee Chair:</b> 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 policy.</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>Patrick Merkel, Education Manager, NAMSS <a href="mailto:pmerkel@namss.org">pmerkel@namss.org</a>/(202)-367-2435</p>

<b>Board Approval Date</b>	<b>Bylaws Committee Review Date</b>	<b>Amended Date</b>
12/6/2021		12/6/2021