

<b>Committee</b>	<b>Education Committee</b>
<b>Committee Charge</b>	Provide strategic goals and oversight for educational opportunities to members.
<b>Committee Goals/Responsibilities</b>	<ol style="list-style-type: none"> <li>1. 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>2. Assess current educational offerings and partnerships and monitor the ongoing effectiveness of all educational activities.</li> <li>3. Oversee the following education activities:               <ol style="list-style-type: none"> <li>a. Education Summit</li> <li>b. Live Courses</li> <li>c. Pre-Conference Sessions in conjunction with the NAMSS Educational Conference &amp; Exhibition</li> <li>d. State Hosted NAMSS' Courses</li> <li>e. Webinars</li> </ol> </li> <li>4. Serve as a resource for NAMSS Leadership on matters of               <ol style="list-style-type: none"> <li>a. Education Strategic Planning</li> <li>b. Educational Programming Development and Delivery</li> <li>c. Continuing Education Credit evaluation and award</li> <li>d. Instructional techniques and training manuals</li> <li>e. Instructor recruitment, training, and evaluation including conflict of interest management</li> <li>f. Subject Matter Expert recruitment and management</li> </ol> </li> </ol>
<b>Committee Composition</b>	The Education Committee is comprised of a Chair, Vice Chair (recommended but not required) and additional members as deemed necessary by the Chair and President Elect to complete the work of the committee. Additionally, the Conference Committee Chair and Synergy Editor serve as members of the Education Committee.
<b>Membership Term</b>	All committee members 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 <sup>st</sup> – December 31 <sup>st</sup> .
<b>Expected Commitment</b>	The Education Committee 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>	Committee members are selected by the President Elect with input from the Committee Chair. The Chair and Vice Chair are appointed by the President-Elect. Committee member selections are approved by the Board.
<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 committee.</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> <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</li> </ol>

	<p>Updates, Executive Leadership etc)</p> <p><b>Committee Chair:</b> In addition to the qualifications listed above, when possible the chair shall have served as Vice Chair or member of the Education Committee. Additionally, the Chair must hold CPCS or CPMSM certification</p> <p><b>Synergy Editor:</b> Please refer to the President-Elect job description and Nomination of NAMSS Board Members policy for requirements for the Synergy Editor.</p>
<b>Roles and Authorities</b>	<p><b><u>Makes Decisions</u></b></p> <ol style="list-style-type: none"> <li>1. Educational content of approved education products</li> <li>2. Charlotte Cochrane and NAMSS Educational Scholarship recipients</li> </ol> <p><b><u>Makes Recommendations (to the Board)</u></b></p> <ol style="list-style-type: none"> <li>1. New educational offerings</li> </ol> <p><b><u>Provides Input</u></b></p> <ol style="list-style-type: none"> <li>1. Educational product development and content</li> </ol> <p><b><u>Monitors</u></b></p> <ol style="list-style-type: none"> <li>1. Sales of educational products</li> <li>2. Need for educational products</li> </ol>
<b>Staff Liaison(s)</b>	<p>Kat Mathis, Associate, Education and Learning Services <a href="mailto:dlistman@namss.org">dlistman@namss.org</a> (202)-367-2332</p> <p>Chris Peck, Senior Director, Education and Learning Services <a href="mailto:cpeck@namss.org">cpeck@namss.org</a> (202) 367-2391</p>