



## EDUCATION COMMITTEE CHARTER

**PURPOSE:** The Education Committee is established by and serves at the direction of the Board of Directors (BOD). The purpose of the committee is to propose and secure program topics and speakers and to organize monthly education programs that further the education of the membership. The committee will also work with the Chapter Executive Director (CED) to facilitate the Board Leadership Development Workshop (BLDW) class and organize topics for the Annual Law Day or a similar event.

**COMMITTEE STRUCTURE:** The committee chair shall be chosen by the incoming Chapter President. The committee will consist of at least three (3) additional volunteers. The committee chair shall make a good faith effort to ensure all Membership Representation Groups are represented. All shall be approved by the BOD.

**TERM:** The committee is a standing committee appointed by the BOD. Members will serve for a period of one (1) year. The BOD shall approve the committee chair for the following year at the preceding August meeting and approve the committee members when chosen.

**BOARD LIAISON:** There shall be a Board liaison between the committee and the BOD who is responsible for attending Chapter Board meetings and delivering minutes or a summary of the committee meetings. The liaison shall be appointed by the Chapter President.

**COMMITTEE LIAISON:** There shall be a liaison from the committee who will interface with other committees as necessary and requested.

**COMMITTEE CHAIR:** The chairperson will be responsible for setting meeting dates, times, and locations; preparing committee meeting agendas; moderating meetings; coordinating tasks; and handling requests among the committee as a whole. The chairperson will be responsible for ensuring the Board liaison and CED are provided with minutes of the most recent committee meeting or alternative written report no less than ten (10) days prior to each Board meeting.

The chairperson will be responsible for ensuring the Board liaison and CED are provided the committee's projected annual profit and loss statement for the upcoming year no later than August 31<sup>st</sup>.

**AUTHORITY:** The committee reports to the BOD. The committee must work within the Chapter budget process to outline revenue and expenses related to the committee activities. The Board of Directors must review and approve the programs and services proposed by the committee prior to implementation.

**DUTIES:** The committee has the responsibility to organize nine (9) monthly education programs, the

January Jump Start or similar event, and the Annual Law Day or similar event. This includes scheduling, selecting subject matter, and coordinating speakers for each program. The committee will also work with the CED to facilitate the BLDW class(es). The name, address, and association/company of each speaker will be provided to the Committee Chair a minimum of sixty (60) days prior to the program at which the speaker is scheduled to speak so the Committee Chair can apply for applicable continuing education credits and confirm with the speaker.

- **Education Programs:** The committee shall propose the program topics and speakers to the BOD. The annual schedule of program topics should be presented to the BOD for approval no later than November 30<sup>th</sup> for all programs occurring in quarters one and two of the next year. The deadline for quarters three and four shall be March 31<sup>st</sup> of that same year. Final approval for all program's rests with the BOD.
- **Flyers:** A member of the committee or the speaker will provide bullet points for each program flyer to the CED no later than sixty (60) days prior to the date of the related program. The CED will create flyers and/or promotional emails to advertise Chapter educational programs.
- **Speakers:** At least one (1) member of the committee shall meet with the speaker to review the presentation. The purpose of this meeting is to ensure that the committee understands and agrees the title of the program appropriately describes the content of the program and that the content will be beneficial to membership. If the speaker uses a Power Point or similar presentation deck, that presentation shall be submitted to the committee at least thirty (30) days prior to the event for review and approval. Speakers are not to overtly advertise for their firm during their presentation. Committee members will confirm with speakers that it is to be an educational program not an advertisement.
- **Meetings:** The Committee shall meet as often as necessary in order to accomplish its responsibilities and duties. The CED will be notified of all meetings and may attend meetings, if available and by request. The Committee Chair shall send the agenda and meeting reminders to all committee members. A member of the committee shall take minutes and submit to the Board liaison for submission to the BOD a minimum of ten (10) days prior to the meeting of the Board of Directors.
- **BLDW:** The committee shall choose the month(s) for the BLDW class(es) and determine if basic or advanced class(es) will be taught and will obtain speakers to teach the class. Final approval for the BLDW class and facilitators rests with the BOD.
- **Law Day:** The committee shall determine and recommend topics for Law Day or a similar event, select the speakers, and coordinate the schedule with the CED. The committee will choose the month in which Law Day is held, with BOD approval. Final approval for the topics and speakers rests with the BOD. The CED will price locations (including food and beverage); prepare and disseminate promotional materials; conduct registration; assist with creating and securing sponsorships; and prepare an agenda for the day.
- **Committee/Team member duties for each program:**
  1. Meet with speaker(s) and create outline for committee review.
  2. Ensure speaker is aware that he/she is to teach and not advertise.
  3. Send speaker name, company, credential info, and bullet points to CED sixty (60) days prior to program for flyer.
  4. Advise CED if speaker(s) will be using presentation software and make arrangements for the appropriate audio/visual equipment to be available OR notify the speaker that she/he may need

to provide their own.

5. Email bio and headshot to CED at least two (2) weeks ahead of program (earlier is better!).
6. A member of the committee shall be present at the program to introduce the speaker. If members are uncomfortable introducing the speaker, the Committee Chair or President will make the introduction.
7. Meet speaker(s) on the day of the program and sit with them at the President's table.
8. Introduce speaker(s) to everyone at the table.
9. Personally thank the speaker(s) for their time and expertise following their presentation. Present speaker(s) with certificate of appreciation.
10. Find out if speaker(s) would like information about CAI/membership.
11. Help collect evaluation cards, distribute drawing tickets, and collect name tags following the program.

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**COMMITTEE ATTENDANCE:** Committee members will attend committee meetings and chapter functions as often as possible. Committee members who worked on the program should sit with the speaker(s) at the President's table during the program.