

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

EDUCATION COMMITTEE CHAIR

Education Committee Chair is appointed for a two-year term and is an ex-officio member of the Board of Directors without vote.

Duties (include, but are not limited to):

- Oversee the lending library, including keeping a current inventory of materials, recommending purchases of new materials to the Board, and managing requests for materials.
- Provide tools and resources to members to further educate themselves by announcing upcoming educational opportunities and maintaining online certification exam study kit.
- Assist members with forming study groups for those applying for certification examination.
- Recognize WAMSS members recently certified as CPCS and CPMSM in the newsletter and at the annual education conference.
- Participate in the Conference Planning Committee, including applying for continuing education credits and distributing continuing education certificates to attendees.
- Manage inbox for WAMSSEducationCommittee@gmail.com.
- Advance the WAMSS strategic plan by managing the technology subcommittee, certification subcommittee, and speaker's bureau working group.

CALENDAR OF EVENTS:

1st Quarter (January, February & March)

- Board Meeting
- Application for conference continuing education credit submitted to WAMSS at least 60 days before annual conference

2nd Quarter (April, May & June)

- Board Meeting
- Annual Business Meeting
- Distribute continuing education credit certificates immediately after annual conference

3rd Quarter (July, August & September)

- Board Leadership Retreat
- Board Meeting

4th Quarter (October, November & December)

- Board Meeting