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| \\c1-v-file.ch.rmc\users\e13091\Desktop\WAMSS JD\logo@2x.png*WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES* |

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| POSITION |
| **Education Committee Chair****SUMMARY**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 lending library.
	+ Keep current inventory of materials:
	1. List of current materials is available on WAMSS website. Send updated list to webmaster if there are any changes.
	2. Update list when new items are purchased.
	3. If an item is replaced with a newer version, remove older version from list.
	+ Manage requests for materials:
	1. Obtain signed lending library request form from member.
	2. Check membership using membership roster available on WAMSS website.
	3. Mail materials via USPS certified mail or UPS/FedEx with tracking to member along with a copy of the request form.
	4. Notify member that materials have been sent and are due 60 days from receipt.
	5. If due date passes and materials have not been returned, contact member. At the chair’s discretion, an extension of 30 days can be granted if there are no other requests for that item.
	+ Recommend purchases of new materials to the board:
	1. Track member requests for additional materials.
	2. Research items that are more than 5 years old to determine if there is a newer version available.
	3. Compile prices of new materials and, staying within annual budget for the lending library, make recommendations to the board for additional purchases.
* Provide tools and resources to members to further educate themselves.
	+ As received, forward educational opportunities to WAMSS e-blast coordinator for distribution to membership.
	+ If appropriate, include upcoming educational opportunities in quarterly PI articles.
	+ Review and update WAMSS CPCS/CPMSM Study Kit, available on WAMSS website.
* Assist members with forming study groups for those applying for certification examination.
	+ To be determined. See strategic planning section.
* Recognize WAMSS members recently certified as CPCS and CPMSM in the newsletter and at the annual education conference.
	+ At least quarterly, review the “Recently Certified” section of the NAMSS website: <http://www.namss.org/Certification/RecentlyCertified.aspx>.
	+ Using the WAMSS online roster, check the list for WAMSS members.
	+ Include names of those certified in the last testing cycle in quarterly PI article and board report.
	+ At annual conference, present $25 Visa gift card to all members who were certified since the last conference.
* Attend quarterly board meetings, business meeting at annual conference, and annual board leadership retreat.
	+ Prepare board report that includes:
	1. Currently checked out items.
	2. List of recently certified members.
	3. Recommended purchases (if any).
	4. New materials since last meeting (if any).
	+ Participate in board discussions. Education committee chair is not a voting member of the board.
	+ Provide input and feedback by email on topics that arise between meetings.
* Participate in the Conference Planning Committee, including applying for continuing education credits and distributing continuing education certificates to attendees.
	+ Education committee chair serves on the conference planning committee.
	+ Apply for CE credits for conference and pre-conference classes:
	1. Use CE Accreditation Center on NAMSS website.
	2. Application must be submitted at least 60 days prior to conference.
	3. Since members can register for each day separately, submit a separate application for each day of the conference and for each of the pre-conference classes.
	4. Application must include:
		+ Number of credits – every 50 minutes of programming is eligible for 1 credit. Breaks, meals, networking activities, and business/administrative meetings do not qualify.
		+ Schedule/agenda, including session topics and length.
			- Course description, including intended audience and course objective. Each speaker requires a separate description. To find description, check speaker’s website or contact them directly.
	+ Through discussion with conference planning chair, determine the best way to distribute CE certificates.
* Manage inbox for WAMSSEducationCommittee@gmail.com.
* Advance the WAMSS strategic plan by managing the technology subcommittee, certification subcommittee, and speaker’s bureau working group.
* Recruit members for subcommittees and working groups.
* Organize meetings and email communication as needed.
* Ensure groups are working towards goals as outlined in the WAMSS strategic plan.
* Bring recommendations to board for input and approval.

**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
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