

Job Description: EDUCATION COMMITTEE CHAIR

Original Adoption/Approval: UNKNOWN

Revised: 5-29-2020

Reports to: Board of Directors

Term: 3-year term, with no limit on consecutive terms. The term of office shall commence at the close of the Combined Sections Meeting (CSM) and end at the close of CSM 3 years later.

Elected/Appointed: Appointed by the Board of Directors

Position: The Chair of the Education Committee is a non-voting member of the Board of Directors and shall be entitled to attend meetings of the Board and to speak and debate.

Specific Responsibilities:

1. Serve as a member and Chair of the Education Committee
2. Review committee member terms annually and appoint members to serve on the Education Committee consistent with established policies and procedures. The Chair is responsible for notifying the Board of Directors when committee membership changes
3. Support the Section Program Chair (SPC) in the development of the Academy's educational programming, meeting times, a/v needs, catering, and marketing for CSM and other conferences, and assist in the delegation of work as needed among members of the Education Committee to assure all needs and expectations are met. The Chair is responsible for keeping the Board informed on all events and activities related to conference planning
4. Support and guide committee members in carrying out their individual responsibilities
5. Review budget with approval of Board of Directors for all Academy sponsored education programs
6. Submit an annual summary report to the President at least 60 days prior to the annual meeting for inclusion in the year-end ACEWM Leadership report to the membership
7. Fulfill other general Board responsibilities, including
 - submit consent agenda reports for monthly conference calls as appropriate
 - contribute to the Academy publications as appropriate
 - communicate website updates with the webmaster/Executive Director as appropriate
 - contribute to the Academy's annual budget review
 - answer occasional member questions
 - actively participate in the Academy's strategic planning process

Meetings to Attend:

- Monthly Board of Directors conference calls as requested by the Board of Directors
- One in-person Board of Directors meeting at CSM
- Academy Annual Business Meeting at CSM

Job Description: EDUCATION COMMITTEE

Original Adoption/Approval: UNKNOWN

Revised: 5-29-2020

Reports to: Education Committee Chair

Term: 3-year term, with no limit on consecutive terms. Term of office shall commence at the close of the Combined Sections Meeting (CSM) and end at the close of CSM 3 years later.

Elected/Appointed: Appointed by the Education Committee Chair (except for SPC which is appointed by the Board of Directors)

Purpose: The Education Committee provides opportunities for members and prospective members of the Academy to expand and enhance evidence-based practice knowledge through continuing education programming, working collaboratively with all committees and outside stakeholder groups where appropriate. The Education Committee assists others in developing and intentionally recruits speakers for continuing education opportunities, mentor speakers, and collaborates with host facilities in the delivery of continuing education.

Composition:

- Committee Chair is appointed by the Board of Directors.
- One member of the committee will be the Section Program Chair (SPC), appointed by the Board of Directors. The SPC is an APTA term representing the individual who oversees all CSM programming and related needs on behalf of the Academy.
- One member of the committee will be the Assistant Section Program Chair (ASPC), to be appointed by the Board of Directors for the last year before the end of the SPC's term, to become the SPC for the next term.
- Shall consist of the committee chair, SPC, and ASPC when appropriate including
 - At least one member of each SIG at all times
 - The Education Committee Chair may make appointments as necessary to fill open or vacated positions
- One member will be designated as in charge of Marketing
- One member will be designated as in charge of Sponsorship
- One member will be designated as in charge of Webinars
- Student SIG member will be assigned by the Committee Chair to assist in all areas as needed

Job Descriptions:

Delegation of Work among Committee Members:

The work of this committee shall be divided as below. The delegation of work is to assure that every need for the procurement, management, and marketing of educational opportunities are met. As additional needs are identified, the Education Committee Chair will delegate accordingly.

Assistant Section Program Chair (ASPC):

The ASPC will shadow the Section Program Chair (SPC) for one year prior to assuming the role of (SPC) in order to learn the responsibilities and expectations of the position. This includes 3 SPC meetings and Academy Business Meeting at CSM, and attendance at the Spring APTA SPC meeting. See responsibilities of the SPC below:

Section Program Chair (SPC):

- Oversight and serve as liaison to APTA for all CSM activities
- Work with Marketing Education Committee member to put out call for proposals
- Work with reviewers to identify and accept strong proposals to represent the Academy's SIG-specific areas. Reviewers will be Education Committee members, Chairs of SIG Practice or Education Committees, and others as needed
- Attend Spring APTA SPC meeting
- Secure co-sponsorships with other sections

Job Description: EDUCATION COMMITTEE

Original Adoption/Approval: UNKNOWN

Revised: 5-28-2020

- Notify speakers of sessions selected and those not selected. Advise speakers of selected sessions that contracts will be forthcoming in/around August
- Work with the Executive Director to keep the speaker(s) informed of important deadlines and notices
- Supply the Executive Director with information required for sending out and collecting speaker agreements
- Work with Research Chair to ensure APTA deadlines related to CSM posters and platforms are met
- Schedule pre-cons, education and platform sessions, and meetings (Business, Board of Directors, Executive Committee, SIG-specific meetings, task forces, etc.) avoiding conflicts
- Remind pre-con speakers to secure equipment
- Arrange for equipment delivery for pre-con to CSM location
- Work with Executive Director to schedule catering, A/V, room set up, etc.
- Work with Sponsorship member and Academy/SIG leaders to secure sponsorship for events
- Work with Marketing member and Executive Director to get communication out to membership about CSM schedule
- Be onsite and readily available during pre-cons
- Attend SPC meetings at CSM
- Attend Academy Annual Business Meeting
- Follow up with APTA Professional Development Department post-conference
- Prepare ACEWM post-CSM SWOT analysis for the Board of Directors in preparation for next year's budget
- Work with Research Chair to post accepted abstracts on Academy website post-CSM

Typical timeline (timeline varies according to CSM date and APTA deadlines) related to SPC responsibilities include, but are not limited to:

| | |
|------------------|---|
| March | 5 hrs/wk -- Post-conference courses follow-up with APTA Professional Level. Dept. for previous CSM; final call for proposals for next CSM via e-mail blasts*; Proposal submission site closes |
| April | 10 hrs/wk -- Pull session proposals; review other Section proposals for potential co-sponsorship; assign reviewers; attend 2-day Program Chair planning meeting at APTA Headquarters |
| May | 5-10 hrs/wk -- Decisions for CSM due; Notify speakers of sessions selected and not selected |
| June | 5 hrs/wk -- abstracts due; highlights for promo materials to APTA* |
| July | 5-10 hrs/wk -- scheduling of pre-cons, educational sessions, and non-educational events |
| August | 5 hrs/wk -- platform scheduling (Research chair does -- SPC just coordinates); initiate pre-con logistics; Executive Director sends speaker contracts, upon coordinating details with SPC |
| September | Continue with current tasks |
| October | 5 hrs/wk -- Registration opens; *marketing for pre-cons; remind speakers to use contacts for pre-con equipment; special requests and signed contracts due from speakers according to APTA deadlines |
| November | 5 hrs/wk -- query BOD for catered events; AV & catering grids due to APTA according to deadlines |
| December | 5-10 hrs/wk -- Complete vendor agreements for equipment; deadlines for all session power points & handouts; call for proposals for next CSM via newsletter and website* |
| January | 5-10 hrs/wk -- pre-con catering due; app handouts go live; complete all pre-con materials; call for proposals for next CSM via newsletter and website* |
| February | Attend CSM -- all days including pre-con days, all Program Chair meetings and Business Meeting; call for proposals for next CSM via newsletter and website* |

* *Assure Committee member overseeing marketing activities is on top of these details*

Webinar Education Committee Member:

Job Description: EDUCATION COMMITTEE

Original Adoption/Approval: UNKNOWN

Revised: 5-29-2020

-
- Work with SIG Chairs to organize and implement Academy webinars. The Executive Director will help with technology and registration as needed
 - Assist and encourage each SIG in identifying topics and confirming speakers
 - Contacts selected speaker(s) to explain and provide with the speaker agreement regarding speaker and Academy responsibilities. Once date, time, topic, and speaker are confirmed and a signed speaker agreement is received by the Executive Director, the Executive Director will work with speaker(s) and Webinar member to finalize details
 - Work with and mentor speakers to assure they have the necessary information to guarantee a successful webinar
 - Work with Marketing member to regularly advertise webinars through various appropriate outlets (e.g., Academy website, eblasts, newsletters, Facebook, etc.)

Sponsorship Education Committee Member Responsibilities:

This role requires proactive individuals who are comfortable soliciting funding support from individuals and companies to offset expenses related to educational programming, events, scholarships, and other activities provided by the Academy

- Work proactively with Academy leadership to identify prospective sponsors
- Work with Executive Director to establish policies and procedures for each event or opportunity in which sponsorship may be contemplated through the creation and annual update of the Academy's sponsorship offerings and forms.
- Present annual updated sponsorship offerings and forms to the Board of Directors for final approval in time for the September Board of Directors meeting
- Actively procure sponsorships through collaboration with SIG leadership and other venues as appropriate (e.g., email, phone, social media outlets, marketing at conferences). Success in securing sponsors will require close collaboration with SIG leaders, the Executive Director, and the SPC.
- Work with the Executive Director to assure all necessary information and materials have been collected and disseminated where appropriate in accordance with each level of sponsorship. This may include:
 - Assure payment has been received
 - Collect logos
 - Create signs for onsite display to acknowledge sponsorships
 - Coordinate sign displays with the SPC, other Education Committee members, and others as needed
 - Share logo and related information with Marketing member to assure sponsors are acknowledged on Academy website, etc. per sponsor level
 - Tracking sponsors solicitations and maintaining a list of action items related to each sponsor and/or need
 - Ensure presenters whose education sessions or events are being sponsored are aware of the sponsorship and will acknowledge the sponsor(s) at their session.
 - Send acknowledgement to the sponsor after the session or event

Marketing

This role requires a proactive individual who will coordinate with Academy leadership to secure information for sharing with the public

- Assist in assuring Academy members and prospective members are regularly and fully informed of education opportunities available through the Academy, APTA, Academy partners, and other trusted groups. These may include, but are not limited to:
 - Combined Sections Meeting and pre-cons, Annual Business Meeting, socials, and other special events
 - Assist the SPC with notifications regarding calls for proposals and general information regarding each conference
 - Webinars
 - Listing of sponsorship opportunities
 - Listing sponsors secured by working with Sponsorship member to determine where logos or other information should be placed on Academy outlets as identified below
- Submit information and opportunities via outlets, such as:
 - Academy website
 - Academy monthly newsletters

Job Description: EDUCATION COMMITTEE

Original Adoption/Approval: UNKNOWN

Revised: 5-29-2020

-
- Social media outlets (e.g., Facebook, listservs, etc.)
 - Identify and/or create additional outlets to facilitate effective communications to all stakeholders domestically and internationally
 - See * in SPC timeline above
- for CSM marketing timeframe CSM
(all Committee Members):
- Work with SPC, Research/Practice Chairs, and with other content experts to review education proposals for CSM
 - Review presentation slide decks as possible or upon request for accurate content, grammar, slide format, and brand names (unless only item available or all possible are mentioned)
 - Assist onsite at conferences with proctoring of sessions, which may include
 - Arriving to session in advance to assure room set-up is as ordered and that AV is working
 - Assist speaker(s) in preparing for their presentation
 - Introducing speaker(s)
 - Acknowledging sponsor(s)
 - Displaying sponsor sign(s)
 - Closing out full sessions and redirecting attendees to other options
 - Keep note of exceptional presentations or speakers for future presentation/webinar opportunities
 - Recruit additional proctors if needed
 - Fall: post CSM SWOT analysis with report to the Board of Directors