

<b>Title: Committee: Education</b>	<b>Number:</b>
<b>Cross Reference:</b> Ad hoc committee	
<b>Approved by:</b> Texas State Council Board of Directors	<b>Origination Date:</b> 03/28/2021
<b>Revised by:</b> Education Committee	<b>Approval Date:</b> 10/09/2021
	<b>Revision Date:</b>

**I. PURPOSE:**

The purpose of the Education Committee is to review, on an ongoing basis, opportunity to provide education to the Texas Emergency Nurses Association, and to describe the Committee’s membership and responsibilities.

**II. BACKGROUND/DEFINITIONS:**

The Education Committee is responsible for identifying the educational needs of practicing emergency nurses, planning and coordinating educational offerings, and approving and reviewing continuing education applications.

**1. Membership:** Current active ENA members

**2. Qualifications of Chairperson/Vice-Chair:**

- a. Leadership as demonstrated by participation at Chapter, State or National level of ENA.
- b. Demonstrated experience in coordinating educational programs, seminars or other conference planning (preferred).

**Terms of Office:** 3 years. All terms of office will be defined as a calendar year beginning in January and ending in December.

- a. Year 1 – Vice Chair
- b. Year 2 – Chair
- c. Year 3 – Chair with Vice Chair

**3. Composition:** The Education Committee shall consist of the following who shall be appointed by the Texas State Council President and approved by the Texas State Council Board of Directors (BOD)

- a. Chair
- b. Vice Chair
- c. Committee Members
- d. State Council BOD Liaison

**4. Vacancies**

**Chair:** Filled by the current Vice-Chair

**Vice Chair:** Appointed by the Texas State Council President and approved by the Texas State Council BOD

**III. PROTOCOL/PROCEDURE**

The **Education Committee** has the following responsibility:

1. Identify, plan and coordinate educational offerings that meet the educational needs of practicing emergency nurses. The general components of an educational event may include but not be limited to:
  - a. Educational Offering
  - b. Vendor/Exhibitor time
  - c. Social Events
  - d. Networking opportunities
  
2. The tasks/duties may include but not be limited to:
  - a. Program
  - b. Faculty
  - c. Brochure
  - d. Syllabus
  - e. Exhibitors/sponsors
  - f. CEU's/Evaluations
  
3. Site Selection/Outreach to Teach (see separate Outreach to Teach Policy/Procedure)
  - a. Every effort will be made to provide educational events in a variety of locations based on the needs of the chapters/members.
  - b. At-risk chapters will assume priority
  - c. When selecting sites with no charge (e.g. hospitals), site approval will be done by the committee
  - d. When selecting sites with a charge (e.g. hotels, etc), site selection is subject to the approval of the Texas Board of Directors (BOD).
  
4. Honorarium for speakers will be negotiable, subject to budgetary constraints and subject to approval by the BOD.
  
5. Complimentary registration may be provided to committee members to the degree that such provision would not jeopardize the fiscal status of the event. The Chair in consultation with the BOD will make this decision.
  
6. The Education Committee will maintain all records as required for CNE, etc.

The **Education Committee Chair** has the following responsibilities:

1. Develop and distribute meeting agendas and reports from committee meetings.
2. Conduct and chair Committee meetings quarterly and as needed to complete identified tasks.
3. Deliver a quarterly written and oral report on behalf of the committee at State General Assembly meetings. Written reports must be entered into Google Drive or other state specified means.
4. Develop and submit for approval an annual committee budget.
5. Serve as mentor to Vice-Chair

The **Vice-Chair** has the following responsibilities:

1. Assist the Chair as requested with the above duties.
2. After serving as Vice-Chair, be willing to seek appointment as Chair the following year at the discretion of the Texas State Council BOD

The Committee **Members** have the following responsibility:

1. Assist the chairperson in meeting the committee's purpose and charges

**References:**