



## Education Committee Fact Sheet

### *Chair*

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### *Board Liaison*

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### *Staff Liaison*

**Education Specialist**  
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### ***What is the Education Committee?***

The Education Committee assesses and recommends business management, practice management, and leadership Education for PPS members. The Education Committee will coordinate with other PPS committees on education initiatives as well as identify educational gaps and avoid content duplication.

### ***How is the Education Committee organized?***

The Education Committee is led by a Chair and supported by a staff liaison. The Committee is also supported by a Board liaison who represents the Committee to the Board of Directors.

The Education Committee may choose to establish Task Forces that will review section publications, liaison with the faculty for the “Kick-Starting Your Private Practice: A Day of Interactive Consulting” workshop and other projects.

The volunteer is usually appointed for a three-year term and may be re-appointed for no more than a total of two consecutive terms of service. **Volunteers begin their term at the Annual Conference.**

### ***How often does the Education Committee meet?***

The Education Committee meets two times in-person each year. The Education Committee may hold 6 or more conference calls a year at the discretion of the Chair.

### ***Who pays my expenses?***

When approved by the Board, expenses incurred at face-to-face meetings will be reimbursed pursuant to the Section’s Financial Policies and Procedures. A reimbursement form with original receipts must be submitted to the office to receive payment.

### ***What are my responsibilities?***

Volunteers are expected to attend the Annual Conference.

Other responsibilities include active participation, prompt responses to messages, and the following:

1. Attend two face-to-face meetings and any scheduled conference calls.
2. Identify and encourage potential speakers to submit educational proposals.
3. Write an article for *Impact* magazine in collaboration with Chair.

4. Identify, along with the Chair, the educational needs of the section.
5. Identify educational gaps and avoid content duplication within the Section's educational offerings.
6. Chair a task force for project completion if requested.

***What are the qualifications?***

- Must be a PPS member in good standing.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the PPS member database.
- Must be able to respond to queries promptly.
- Must attend PPS Annual Conference & Exhibition.

***Chair Position Description:***

The key roles of the Chair are facilitation, coordination, communication, and volunteer group leadership – ensuring that the volunteers, including ad hoc volunteers, are actively engaged in the achievement of the scope of work and the Section's strategic plan. This individual, in collaboration with the staff liaison, actively participates in the work of the Education Committee, provides thoughtful input to the deliberations, and focuses on the best interests of PPS, its membership and partners, rather than on the interests of an individual or limited group and works toward the accomplishment of the volunteer group's goals as described in the strategic plan. This position term is a three-year commitment and is appointed by the Board of Directors.

***What are the Chair's responsibilities?***

1. Attend all face-to-face meetings and conference calls.
2. Attend the President and Committee Chairs meeting during the PPS Annual Conference.
3. Collaborate with staff liaison to develop meeting agendas.
4. Review all relevant materials prior to meetings in order to facilitate discussion and task completion.
5. Communicate regularly with Committee members to ensure that volunteer obligations are fulfilled.
6. Support diversity and inclusion by assisting in the identification and growth of future section leaders.
7. Accept and complete special assignments as requested.
8. Identify and encourage potential speakers to submit proposals.
9. Choose a task force chair for selected projects.
10. Write an article for *Impact* magazine.
11. Provide reports to the Board of Directors on the activities of the committee.
12. Promote the Section's strategic plan by the completion of goals and objectives as assigned.
13. Identify the educational needs of the section.
14. Identify educational gaps and avoid content duplication within the Section's educational offerings.
15. Knowledge in accreditation and the continuing education process a plus.
16. Communication and recognition of educational trends a plus.
17. Collaborate with Annual Conference Program Work Group (AC PWG) chair, CSM PWG chair, Marketing & PR Committee chair, Payment Policy Committee chair, and Government Affairs Committee chair to identify relevant cutting edge educational programming.
18. Collaborate with APTA to avoid duplicative educational content and enhance the delivery of the Section's education.