



## EDUCATION COMMITTEE CHARTER 2024

### **COMMITTEE PURPOSE**

The HBMA Education Committee is charged with finding new and innovative ways to meet our community's education needs, engage new members, expand and grow our membership, add diversity, and deliver new, meaningful and exciting programs.

### **COMMITTEE VALUES**

One of the components contributing to the success of a committee is the diverse dynamics that can exist within the group. The group will likely be comprised of different personalities, experiences, and opinions. Each committee member agrees to respect the participation of all other committee members and recognize the diverse dynamics that may be present within the group. The committee will operate by consensus.

Each member of the committee is encouraged to participate fully in the generation of ideas, topic discussions, sharing of ideas, and committee work assignments regarding the goals of the committee.

### **DELIVERABLES**

The primary committee objectives are established by the Strategic Plan which is set forth annually by the Board of Directors. The objectives established by the plan are the priority of the committee. The committee has the ability to add additional goals and objectives based upon the needs of our members and the current industry environment. The committee will track objectives through the committee minutes and monthly reports to the BOD.

### **AUTHORITY OF COMMITTEE**

- The committee exists to make recommendations and its authority falls short of decision-making for HBMA
- The committee may enlist HBMA staff resources to support its work, within the approved, budgeted limitations, under the direction of the Executive Director
- Requests for funding that are not contained within the approved HBMA budget must be made to the HBMA Finance Committee

### **DUTIES OF COMMITTEE PARTICIPANTS**

#### ***Chair***

- Guide the workgroup in setting goals and objectives
- Coordinate calendar of meetings and agendas with staff
- Collaborate with staff on meeting facilitation and follow-through on action items
- Represent workgroup deliverables and reporting to the Board of Directors

#### ***Vice Chair***

- Assist Chair with goals and objectives
- Lead meetings when Chair is unavailable
- Collaborate with Chair and staff on meeting facilitation
- Assist with follow-through on action items

#### ***Committee Members***

- Attend and participate in at least 85% of all meetings or calls
- Join meeting within first 10 minutes of scheduled call time

- Sign “confidentiality agreement” established by HBMA and return to national office
- Read all meeting minutes and provide feedback, if necessary
- Come to meetings prepared, having read meeting materials in advance
- Complete a minimum of 75% work assignments in agreed upon time frame; specifically monthly webinar abstract reviews and comments, conference presentation reviews, any other needed education projects as assigned by the strategic plan and committee chair.

**Staff**

- Provide necessary administrative support
- Advise and provide necessary resources and best practices
- Support to ensure completion of action items
- Support to keep committee on task

**Signatures**

By signing below, we the members of the Education Committee promise our best efforts in fulfilling the provisions of this charter and abide by the HBMA Code of Ethics.

HBMA Code of Ethics:

- Exercise sensitive professional and moral judgment in all business activities.
- Act in a way that will honor the public interest and demonstrate a commitment to professionalism and competence.
- Perform all business activities with the highest sense of integrity.
- Maintain objectivity and avoid any conflict of interest.
- Strive to improve the quality and competence of services performed through continuing education.
- Exercise care and diligence in providing services.
- Maintain confidentiality of patient and client information.
- Strive to comply with all relevant Federal, State, and Local laws and regulations.
- Refrain from making misleading or false statements about professional qualifications, experience, performance or results that can be achieved.

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

## Procedures

### ***Abstract Submission***

- Prospective speakers will be able to submit abstracts for education via the Call For Speakers form on the website available all year long.
- Submissions will be monitored by staff.

### ***Abstract Reviews***

- Abstracts will be reviewed in accordance to the type of submissions outlined below.
- If a member of the Education Committee has submitted an abstract, they must abstain from reviewing or providing feedback on their own abstract.
- Prospective speakers whose submissions are in question or require more information may be contacted for a phone review by a member of the committee as directed by the committee chair.

### ***Webinars***

- Webinar submissions will be transferred to the Webinar Details Form and uploaded to the Education committee Dropbox Folder at the end of each month.
- Staff will send a reminder email the last Friday of each month notifying the committee of any abstracts needing review in the folder.
- Committee members are required to review and submit feedback via the comments section in Dropbox to all abstracts individually no later than the second Friday of the month.
- Approved webinars will be announced during the monthly Committee call.
- Webinars will be approved based on consensus of reviewed comments.

### ***In Person Meetings***

- In person meetings will be scheduled to the best of staff ability a minimum of 6 months in advance.
- Committee will put out a call for speakers once location and dates are confirmed.
- Call for Speakers will remain open no less than 30 days. \*Exact time open will depend on how much time before the meeting is occurring.
- Committee will meet as needed to select qualified speakers as well as several alternatives within a 30 day period of Call For Speakers closing.
- Staff and leadership will meet to create a schedule and contact chosen speakers for honorarium negotiations.  
\*Goal would be to complete within 2-4 weeks of final selection by the committee depending on size of meeting.
- Final schedule will be brought to Committee for approval.
- Speakers will submit draft presentations 6 weeks ahead of meeting. Committee members will be assigned presentations to review by the Committee Chair and given one week to submit feedback.

Note: Exceptions to the above processes can be made depending on the meeting specialty and/or contracts.