



Education Committee Charter

PENS' General Committee Structure and Function

- PENS Committees respond to the direction of the Board by deliberating the best way to accomplish a task; they explore options and make recommendations for Board action. Committees have the following functions:
 - Oversight of current educational programs
 - Evaluation of current educational programs for usefulness
 - Recommendation of activities and initiatives for Board consideration
 - Exploration and development of new educational programs and products in response to membership needs and or Board requests
- Committees meet via conference call every 6 weeks and in person at the annual conference. Conference call meetings will last between 30 and 60 minutes.

Education Committee's Purpose

Through its work, the PENS Education Committee provides resources and educational information regarding pediatric endocrine nursing.

Chair's Responsibilities

- Chairs the Education Committee, oversees and directs its activities.
- Work with staff to set the agenda for each call or meeting.
- Preside over all meetings and conference calls.
- Determines when to cancel a scheduled meeting or convene an unscheduled meeting.
- Oversees educational projects developed by the committee. Delegates tasks to committee members.
- Establishes timelines for projects and keeps committee members on schedule.
- Collaborates with PENS *Manual* Editor, who is a member of the Education Committee.
- Submits reports to the Board as requested. Submits annual reports to the membership in conjunction with the annual conference.
- Attends Board meetings and presents to the BoD upon request.
- Attends the annual conference and organizes committee meeting at conference
- Assumes responsibilities delegated by the President and/or Board.
- Identifies committee members to contribute articles and or annotated bibliographies to the *PENS Reporter* on a regular basis.
- Identifies potential members for the Education Committee and/or leaders for PENS.
- Collaborates with PENS *Manual* Coordinator, the Legislative Liaison, and the Preceptor Program Coordinator, all of whom are members of the Education Committee.
- Collaborates with Conference Planning Committee and staff to coordinate an interactive session at conference on pharmacology.

Legislative Liaison Responsibilities

- Identify and become familiar with healthcare reform and changes in health care laws as they pertain to Pediatric endocrine nurses and our society.
- Attend the Nurse in Washington Internship (NIWI), when funds allow
- Research and report to PENS Board regarding information gained at pertinent conferences (e.g., NIWI).
- Submit articles to the *PENS Reporter* with updates and changes in legislative issues.
- Coordinate a presentation of a legislative report and/or poster at annual conference.
- Submit reports to the Board of Directors, as requested.
- Develop and revise an annual goals for liaison activities.
- Investigate and update PENS membership via various media resources.

Manual Coordinator

- Oversees the writing and editing of the PENS Manual.
- Recruits writers and reviewers.
- Evaluates the need for chapters.
- Revises guidelines for writers and reviewers as needed.
- Maintains a peer review process for all chapters.
- Works with staff on final editing.

Preceptor Program Coordinator

- Organizes applications of Preceptees and Preceptors.
- Evaluates applications.
- Approves visits and expenditure of funds.
- Coordinated Visits between appropriate Preceptor and preceptee.
- Updates application, manual and evaluation checklists as needed.
- Reports to the education committee and BoD as requested.

Committee Members' Responsibilities

- Join committee conference calls.
- Participate in the discussion of the committee by conference call and by e-mail.
- Mentor others in the Society and on the committee as appropriate.
- Accept assignments as delegated by the Chair. Examples of delegated tasks include the following:
 - Write articles for the newsletter.
 - Present/co-present a podium session at the conference.
 - Present and/or staff a poster session at the conference.
 - Review and provide feedback on work completed by other Committee members.
 - Others as dictated by the work of the Committee.

Board Liaison Responsibilities

- Report committee activities and bring committee recommendations to the Board.
- Relay Board charges and feedback to the committee.
- May moderate meetings in the absence of the chair.

Staff Responsibilities

- Staff all meetings.
- Moderate meetings in the absence of the chair and board liaison.
- Record minutes.
- Coordinate the distribution of agenda, minutes, and supporting materials to the chair, board liaison, and to the committee members.
- Maintain the roster of committee members.
- Communicate meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members.
- Draft and mail correspondence on behalf of the committee.
- Complete committee tasks and follow up as requested by the committee.

Committee's Long and Short Term Goals

The Board of Directors has established the following long term goals for the PENS Education Committee:

- Increase the knowledge of nurses who are new to endocrine as well as those who are experienced in the specialty.
- Improve dissemination and access to educational resources.
- Provide information to the membership regarding changes in Legislation and current health care issues affecting the membership
- Ensure that the educational tools offered by PENS are current and relevant.

The Education Committee has established the following short term goals as strategies for achieving the long term goals:

- Provide opportunities for preceptorship to nurses who are new to endocrine.
- Update 1 existing educational tool each year, or develop a new tool.
- Update or develop three new chapters each year.
- Submit articles on application of research to *PENS Reporter*.

Ongoing Projects and Programs Overseen by the Committee

The PENS Education Committee oversees the following activities:

- Development of educational tools
- Preceptor Program
- *PENS Manual*
- *Partners in Education* binder
- Online continuing education courses
- Interactive session at annual conference on pharmacology
- Education Submissions to the *PENS Reporter*

Communication between the Board and Committee

The Chair of the Education Committee submits reports to the Board on behalf of the Committee twice a year—just prior to the Board’s fall Board meeting, usually held in September/October, and just prior to the Board’s pre-conference meeting. The Committee also communicates to the Board when it has a proposal or request that requires Board approval.

The Board communicates with the Committee through the Board Liaison or, in some cases, the President or his/her designee will communicate with the chair of the Committee. The President is an ex-officio member of the committee and may participate on Committee conference calls. The Committee Chair may be invited to participate on a Board conference call as well.

Appointment of Committee Members and Term of Appointment

- The committee year runs from conference to conference of each year.
- Committees are appointed on the first Board conference call following the conference.
- A call for volunteers is distributed at the annual conference.
- Members of the Committee remain on until their PENS membership lapses or they elect to remove themselves from the Committee.

Appointment of Committee Chair and Term of Appointment

- The term of chair is two years and runs from conference to conference of each year.
- A call for a committee chair is sent to the committee to identify volunteers; all volunteers are considered by the committee and a recommendation is made to the board for appointment.
- A committee chair may be re-appointed if willing to serve and the expectations of the board were met by the volunteer during recent term as chair.

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