

COMMITTEE CHARTER

Committee Name: Programs & Education

Year: **2008**

PURPOSE (WHAT)			COMMITTEE MEMBERS (WHO)				
<p>Provide timely information on the programming topics for consideration within the various Operational Programs.</p> <p>Work towards an overall educational focus of 80% strategic/management topics and 20% technical topics</p> <p>Work towards an overall educational focus of 60% environment, 10% health and 30% safety.</p> <p>Demonstrate that NAEM is an organization not just for the enrolled members, but for their entire departments/ organizations.</p>			<p>Chair: John DeSelm</p> <p>Affiliate Lead:</p> <p>Members: Ana Fernandez, Doug Wilson, Leslie Montgomery, Bill Lechner, Allen Stegman, Ken Tierney, Mike Morgan, Bob Barkanic, Mike Pizzerala</p>				
DELIVERABLES/GOALS			STRATEGY (HOW)				
<p>Develop key topics for the full range of NAEM's Programming and Educational Initiatives</p> <p>Define Learning Objectives and Take-Aways for all web seminars and workshops</p> <p>Identify workshop taskforce leads</p> <p>Promoting the benefits of hosting workshops and identify 2-4 potential hosted venues</p>			<p>Collect member ideas through calls, online surveys, program evaluation feedback</p> <p>Prioritize and analyze feedback to determine topics and program learning objectives</p> <p>Determine delivery format</p>				
ACTION ITEMS/MILESTONES	TARGET DATE	STATUS		TIME COMMITMENT FOR VOLUNTEERS			
<p>Conduct semi-annual conference calls to discuss current thinking on programming & educational topics, using NAEM surveys, Forum comment cards, periodicals, other association experiences.</p>				<p>Two hours prep work reviewing surveys and collecting thoughts every six months</p> <p>0.5 hour to review BOD presentations every six months</p> <p>One hour conference call every six months</p>			
				STAFF PARTICIPATION/ SUPPORT			
				Virginia Hoekenga			
				BOARD OF DIRECTOR ACTIVITY REQUIRED			
<p>___ BOD</p> <p>___ BOR</p> <p>___ CABINET</p>							