

EDUCATION COMMITTEE POLICY

Purpose: To develop and support educational opportunities for APIC Sierra chapter meetings and for the APIC Sierra Annual Education Conference

Scope: APIC Sierra President-Elect, Board of Directors and Vendor Representative. The committee may include volunteers from the general chapter membership to assist in the planning of the Annual Conference and for educational opportunities during the chapter meetings that occur in any calendar year.

Policy:

1. The Education Committee shall consist of:
 - a. The President-Elect as Chairperson
 - b. All active Board of Directors in the current calendar year as committee members
 - c. The Vendor Representative
2. The Education Committee shall schedule meetings separate from regular chapter meetings, as many as deemed necessary, either by phone or other meeting arrangement for planning purposes.
3. Each of the members of the committee will work together to:
 - a. Develop suggested topics and plan out details of conference
 - b. Find speakers for suggested topics
 - c. Work on a venue for the Annual Conference and bring suggestions back to the general Board meeting for approval
 - d. Find an approved, vendor for chosen venue, working within budget
 - e. Develop a flyer and/or other means for dissemination of information about Annual Conference and chapter meetings educational opportunities
 - f. Other tasks as needed to plan and organize the chapter meeting and annual educational opportunities

Policy Reviewed and Approved by APIC Sierra Board	Dates
New (N), Reviewed and Revised (R/R), Review only (R)	1/20/12 (N), 3/16/18 (R/R), 12/5/19 (R/R); 03/15/24 (R)