

EDUCATION COMMITTEE

Structure and Position Descriptions

PURPOSE

The AASP Education Committee is responsible for all educational content being promoted by AASP. This includes the AASP Annual Summit, Best Practices, webinars, regional symposia and other programming opportunities that might arise. The committee is comprised of up to 16 advancement services professionals from the AASP membership, including one Director of Education. Members may serve on up to two but no more than three sub-committees.

The **Education Steering Committee (ESC)** will include the Director of Education, the Education Committee Sub-committee Chairs, the Chair/Co-Chair of Strategic Partnerships, the Chair/Co-Chair of Marketing and the Chair/Co-Chair of Membership will serve as. All will be AASP volunteers who will meet quarterly to review over-arching AASP priorities and will seek to align the sub-committee goals with those.

STRUCTURE

The full committee is comprised of four subcommittees:

1. Summit Program and Speakers Committee:

- Managed by Chair, appointed by director, 5-6 members
- Run by volunteers, staff engagement minimal

Responsibilities include:

- RFP Creation
- Proposal Review
- Speaker Selection
- Agenda Finalization
- Learning Objectives Review
- If needed, work with AFP for credential application and processing
- **Recruit** speakers; review speaker evaluations from prior years, webinar presenters and presentations from other conferences

2. Summit Logistics Steering Committee

- Managed by Chair, appointed by director, 4-5 members
- Event Staff works in collaboration with chair

Responsibilities include:

- Marketing
- Receptions

- First Time Attendees
- Young Professionals
- Speaker Gifts
- Awards
- Scholarships
- Booth and room monitor
- Future Summit Site Selection

3. Regional Programming Committee (managed by volunteer with staff support with chair):

- Managed by Chair, appointed by Director of Education, 4-5 members
- Staff support as needed

Responsibilities of this subcommittee include:

- Work with identified tracks/sub-specialties to Offer Relevant Education Content
- Support regional events

4. Best Practices and Webinar Committee

- Managed by Chair, 6-9 members
- Minimal staff support

Responsibilities of this subcommittee include:

- Selection of Webinar Speakers
- Moderate Webinar Sessions
- Audit of Webinar Offerings
- Select, review, edit and publish new Best Practices documents

MEETING SCHEDULES

- The Education Steering Committee (defined above) will meet **quarterly** to report on the activities of their respective subcommittees.
- The sub committees meet **monthly** to develop programs specific for their respective subcommittees.

DIRECTOR OF EDUCATION:

- Volunteer appointed by AASP President
- Must serve at least 2 years on the committee before assuming Chair position
- Must be an AASP member in good standing
- A Board Liaison from the AASP Board of Directors will be identified annually at the post-Summit Board meeting.

