

## **Purpose**

The Education Committee (EC)'s primary charge is the strategic direction of delivering relevant, quality and diverse educational opportunities in higher education procurement and related subjects across a variety of educational platforms and modern delivery models. The EC provides long-term education goals and objectives that connect with the strategic plan.

## **Structure and Membership**

### **Committee**

The EC shall consist of a minimum of eight and a maximum of twelve members. The chair of the EC shall be appointed annually by the President of the Board of Directors. The chair of the committee shall serve one 10-month term. The EC chair may be reappointed for a second 10-month term.

The President of the Board of Directors may also appoint up to two members from the Board of Directors.

A diverse and inclusive set of volunteers shall be targeted through a call for volunteers which matches skills and interest to the EC charter and action plan to act as strategic advisors. The committee call for volunteers application will include the member's experience, education and how they are qualified to contribute to the EC to meet the committee's strategic goals and objectives. Members shall serve for a 10-month term. In order to support diversity and inclusion efforts, members may volunteer for subsequent years, but shall not serve more than three consecutive 10 month terms. In the event a volunteer has need to withdraw from the committee, the committee member should do so in writing to the Chair. This withdrawal shall not preclude the volunteer from serving on this or another committee in the future. Vacancies on the committee that occur during the 10-month term will be filled by a process of nomination and approval by the committee. The Board of Directors shall have the power to fill vacancies in the committee, to change its membership or dissolve the committee.

The 10-month committee term begins in May and ends in February of the following year. Attendance shall be taken for all meetings of the committee. Members that are absent from four committee meetings per 10-month term, will be asked to resign from the committee.

### **Subcommittees**

As deliverables are identified, the Chair may convene a subcommittee and conduct a subsequent call for volunteers on a project by project basis. This call for volunteers shall include the full scope of the project, anticipated volunteer time commitment, skills required, and a timeline for deliverables. These "micro-engagements" are open to all NAEP members meeting the volunteer criteria. Failure to respond to any call for volunteer shall not preclude the member from serving on a subsequent project.

When subcommittees are required to fulfill responsibilities, they shall be launched one up at a time with a specific charge and output; subcommittees shall have a start and end date with clear charges and outputs defined. Due to staffing support and operational resource impact, any exceptions shall be approved by the NAEP President and Executive Director.

Attendance shall be taken at all subcommittee meetings. Failure to attend two or more subcommittee meetings may result in removal from the subcommittee.

### **Meetings, Deliverables, and Reports**

The Committee shall develop a yearly action plan outlining the outputs, projects, and deliverables of the committee. This action plan shall serve as a working document to guide the committee in the fulfillment of its duties and shall be aligned to the NAEP strategic plan and in accordance with the charges of this committee.

The EC will meet monthly via teleconference or as often as deemed necessary to fulfill responsibilities. Decisions of the EC will be made by a majority vote. A majority of the members will constitute a quorum for taking action on the agenda. Staff will work with the EC chair to identify the agenda, prepare minutes, and lead outputs.

Once per year, the EC will create a report of activities/achievements that will be presented to the Board of Directors during the Spring Board Meeting.

### **Staffing**

The Executive Director shall appoint a staff liaison to the Education Committee who is responsible for providing guidance and support to the committee.

Duties may including, but are not limited to:

- Serving as an advisor and support for the Chair
- Issuing calls for volunteers
- Developing the official committee/subcommittee roster
- Assisting the chair in setting up committee calls and subcommittee calls
- Assisting in the preparation of agendas and call materials
- Taking committee minutes
- Managing the action plan created by the committee
- Monitoring timelines and deliverables
- Supporting subcommittees
- Maintaining committee records
- Monitoring committee attendance
- Developing reports and other committee tracking documents

Additionally, the staff liaison serves in an advisory role on the committee, serves as a facilitator, and supports the committee's charge.

### **Duties and Responsibilities**

The EC will work with NAEP staff to:

- Develop an annual action plan to ensure that NAEP's educational strategies meet the current and future needs of its members
- Establish and maintain NAEP's competency framework
- Design pathways that encourage and support member career development and growth (may include assessments, procurement specific certifications, competency-based certificate programs, etc.)
- Review abstracts for face-to-face, webinars, white papers, podcasts, etc. to ensure they are focused on educating the procurement professional
- Serve as a resource to regional leaders to help provide quality education for their events
- Source subject matter experts to participate in the development and presentation of case studies, research papers, podcasts, webinars and other educational opportunities
- Create annual report to the Board of Directors