Education Committee

Charge
The Education Committee is responsible for the development and maintenance of NALS educational offerings, including but not limited to certification exam prep materials and CLE webinars, to ensure relevance and availability of offerings. They will also promote these programs to the broader legal community. Committee members should expect to spend 3-5 hours per month attending virtual meetings and working on committee projects.

Composition
Applicants must be active members of the NALS community, possess a passion for education, and be comfortable conducting outreach via phone/email. The make-up of the committee should be a diverse representation of NALS membership to provide balanced educational offerings. Volunteers will work on a variety of projects including Exam Prep Resources and Professional Development. Committee members must act in the best interest of the Association in executing their duties, keeping in mind the needs of NALS members and potential members rather than political or personal motivations.

Benefits
Committee members will benefit from the opportunity to create outstanding educational offerings that will bring a new level of professional development to NALS. The work of this committee is vital to the NALS mission and a top member benefit. Committee members will also expand their professional networks with NALS members and the broader legal community while contributing to the advancement of the profession and the Association. Participants will also receive CLE credit for use towards NALS recertification.

Committee Responsibilities & Tasks
- Exam Resources: responsible for production and maintenance of certification study resources including: NALS Exam Cram On Demand, mock exams, flashcards, etc.
- Professional Development: responsible for identifying and securing qualified speakers and potential education sponsors to provide a high-quality, balanced CLE calendar.
**Staff Responsibilities**

- Maintain committee roster.
- Schedule committee meetings, work with chair to develop agendas and complete meeting recaps.
- Coordinate the implementation of committee products throughout the Association.
- Provide support to the committee throughout the year.
- Promote best practices in professional development
- Maintain education calendar and scheduling to reflect balanced offerings
- Suggest topics based on member/credential holder feedback
- Ensure education adheres to CLE Guidelines (if for CLE credit)
- Determine if education qualifies for CLE credit

**Board Liaison**

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**Staff Liaison**

- Natalie Shryock, Certification Manager ([natalie@nals.org](mailto:natalie@nals.org))