**CAFP EDUCATION COMMITTEE**

**PURPOSE:**

The CAFP Education Committee’s duties shall be to:

Review post-conference (summit) and annual membership survey evaluation/surveys.

Set agenda for Annual Summit

Attend Annual Summit and welcome/introduce speakers, help with door prize drawing, etc.

**HOW COMMITTEE MEMBERS ARE CHOSEN:**

Any Board member or CAFP member may join the Education Committee.

**HOW COMMITTEE CHAIR IS CHOSEN:**

The Director of Education, Events, and Meetings works with the entire Education Committee to gauge interest in the Chair/Co-chair positions. Chairs and co-chairs are not appointed, but rather invited.

The CAFP chair of the board approves the Education Committee chair.

**CURRENT PROJECTS:**

The Director of Education, Events, and Meetings begins planning the next year’s meeting in July. The committee reviews the membership survey results and annual summit. A meeting theme is chosen at this time. Agenda building begins shortly after evaluation and survey results have been shared with the committee.

The Director of Education, Events, and Meetings and committee members reach out to potential speakers and exhibitors.

Chairs/cochairs check in monthly with the Director of Education, Events, and Meetings to assess planning status.

Beyond what the CAFP does to market the meeting, committee members are asked to share and invite their colleagues to the Annual Summit.

**MEETING FREQUENCY, DURATION, AND MODE:**

Meetings are held by conference calls.

1-2 hours in summer to discuss evaluation, initial planning of theme and agenda.

1-2 phone meetings throughout the year for 30 minutes to 1 hour for conference planning as needed.

Email correspondence throughout the year to determine speakers, etc.

**STAFFED BY:**

The Education Committee is staffed by the Director Education, Events, and Meetings.

**HOW COMMITTEE WORK IS REPORTED TO THE BOARD:**

The Director of Education, Events, and Meetings and committee chairs/co-chairs report to the board their latest activities.