



4400 College Blvd Suite 220 ❖ Overland Park, KS 66211 ❖ 913-222-8666 ❖ ASPMN@kellencompany.com

Education Committee

Purpose of the Committee

To promote the development of educational opportunities and materials to foster excellence in pain management.

Committee responsibilities include:

- Promotion of quality educational opportunities for the ASPMN® membership and the nursing community at large.
- Development, review, and updating of educational materials including, but not limited to: position statements and self-study modules.
- Assists in review of presentation materials for ASPMN® National Conference.
- Identification of relevant topics for promotion of pain management.
- Any other projects pertinent to education as designated by the Board.

EDUCATION COMMITTEE MEMBER:

Membership:

The committee accepts new members annually. Membership composition and numbers are based on the anticipated needs of the Committee and the greater ASPMN® organization for the upcoming year. Membership will be evaluated each year in August.

- Members agree to serve on the Committee by submitting the “Willingness to Serve” form. Members may serve on the committee as long as deemed appropriate by the Chair, the Committee Member and according to the rules and policies of the organization. In evaluating membership needs, consideration will be given to obtaining needed expertise as well as providing a balance of continuity of membership along with addition of new thoughts and energy from new members.
- Ad hoc membership consists of individuals who participate in project specific activities of the Education Committee on an as needed basis, e.g. writing or review of written materials. Infrastructure support in the form of SharePoint access.

POLICY

Members agree to serve on the committee by submitting the “Willingness to Serve” form. Members may serve on the committee as long as deemed appropriate by the Chair, committee member and according to the rules and policies of the organization.



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Committee responsibilities include:

- Promoting quality educational opportunities to the ASPMN® membership and the nursing community at large.
- Development, review and maintenance of educational materials including, but not limited to: position statements and self-study modules.

PROCEDURE

The committee member is responsible for and has the commensurate authority to accomplish the following duties:

- Actively participate in and contribute to activities of the committee, including reasonable attendance at conference calls and meetings.
- Complete assigned activities and submit required materials in the designated timeframe.
- Participate in developing goals and objectives for future activities/projects.
- Display professional behavior and support the goals and mission of the committee and ASPMN®.

(CO)CHAIR of the EDUCATION COMMITTEE

Term of office: Two (2) years

POLICY

Co-Chairs will serve in a staggered fashion such that when the senior co-chair leaves, the Co-Junior Chair will move into the senior position. This will facilitate mentoring of the incoming Co-Chair. Each chair serves for a minimum of two (2) years and a maximum of (3) three years. Each August an "Intent to Chair" form will be sent to all current committee members for the chair position the following year. Specific members are then invited, by the Executive Board, to serve as Co-Chair.



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PROCEDURE

Education Committee Co-Chair(s) must:

- Update ASPMN® Executive Office annually on committee membership and leadership.
- Post monthly meetings to SharePoint.
- Prepare committee reports as requested by ASPMN®.
- Prepare annual goals and objectives.
- Determine day and time of monthly conference calls and schedule with ASPMN® Staff.
- Prepare meeting agendas and email to committee members.
- Facilitate meetings and maintain minutes of all meetings.
- Ensure timely updating of educational materials.
- Monitor status of Committee tasks.
- Delegate assignments to Committee Members.
- Mentor Committee member to assume role as Chair of the Committee.
- Collaborate with Committee Liaison to Board of Directors to ensure that the Committee's suggestions and questions are communicated to the Board of Directors.