

Section 1. Chair of the Continuing Medical Education (CME) Committee

General Responsibilities:

He or she shall:

- ◆ Coordinate all CME conferences for NDAPA.
- ◆ Work closely with the Corporate Relations Committee on the logistics of the Exhibit Hall and exhibitor appreciation events, and with companies that wish to sponsor speakers or other events (e.g. meal functions, breaks) at the NDAPA CME conference.
- ◆ In consultation with the Board of Directors, determine the location of future conferences.
- ◆ Sign contracts related to the conference, with Board of Directors approval.
- ◆ Submit written reports at least two weeks prior to each Board of Directors meeting.
- ◆ Make policy recommendations to the Board of Directors, when appropriate.
- ◆ Develop/coordinate speakers list.
- ◆ Develop, or approve the development of, conference brochure/flyer.
- ◆ Manage conference registration, possibly with the committee, or oversee a contractor.
- ◆ Assist with submitting CME for AAPA approval prior to the conference, or oversee a contractor.
- ◆ Work with the succeeding CME Chair to help prepare for the following year's conference.
- ◆ Submit promotional articles/ads for each NDAPA newsletter.
- ◆ Serve on the Corporate Relations Committee.

Committee Responsibilities:

He or she shall:

- ◆ Implement (through approved written recommendations) the Board of Directors charges to the committee.
- ◆ After reviewing the charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- ◆ Report back to the committee the decisions of the board that may affect the committee's work or activities.
- ◆ Provide leadership to the committee.
- ◆ Provide oversight of committee functions.
- ◆ Appoint committee members.

- ◆ Solicit new volunteers to serve on the committee.

Attendance Responsibilities:

- ◆ He or she shall:
- ◆ Attend and facilitate all committee meetings.
- ◆ Miss no more than one Board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

This position requires approximately 5-10 hours a month, with an increase in the week's prior to/during/following conferences. Skills/experience needed to successfully serve in this position include the following:

- ◆ *Interest in CME*
- ◆ *Prior committee member experience (recommended)*
- ◆ *Communication Skills*
- ◆ *Leadership Skills*
- ◆ *Administrative Skills*
- ◆ *Delegation Skills*