

## Education Committee

### General Responsibilities:

The Education Committee works to promote continuing education and coordinates IIMC certification programs for WMCA. The Committee prepares the education program for the Annual Conference and Spring and Fall IIMC certification academies and assists the Northwest Clerks Institute (NCI) Director to develop Professional Development I, II, III, and IV goals and educational offerings.

### General Organization and Tasks:

1. The President of WMCA will appoint two committee co-chairs who will work closely with the Education Coordinator, who has general oversight of the committee and will serve as the liaison between the Education Committee and the Executive Committee. The President will appoint as many committee members as necessary to accomplish the tasks of the committee.
2. In addition to the duties described below, the committee shall be responsible for developing and coordinating other training opportunities throughout the year, with the intent of providing appropriate training sessions at a reasonable cost to WMCA members on each side of the State.
3. At the President's request, the Committee Co-Chairs and Education Coordinator will submit a written report for inclusion in the Executive Committee meeting packet.
4. All invoices for this Committee shall be submitted to the Education Coordinator for sign-off prior to being submitted to the WMCA Treasurer for payment.
5. The Committee Co-Chairs will be responsible for sending all pertinent educational materials to the Chair of the Historical Committee for insertion into the WMCA educational records and scrapbooks.
6. The Committee will produce and update an annual calendar of educational events, including those sponsored by regional clerk associations. This calendar will be provided to the newsletter committee and the webmaster.

### Conference Education Program Organization and Tasks:

1. The Committee works with the Conference Planning Committee to ensure that the site and rooms for the Annual Conference meet the needs of the conference program.
2. The Committee shall review possible speakers and facilitators for the Annual Conference, beginning no later than May. The Committee may solicit ideas from the Executive Committee, conference evaluation forms, the general membership and the NCI Director regarding what should be emphasized in the education program of the Annual Conference.

3. The Committee shall contact potential speakers and facilitators to determine how their programs fit into the theme of the Annual Conference.
4. After review and approval by the Education Coordinator, the Committee shall submit its recommendations to the Executive Committee for approval of the conference schedule and speakers no later than the October meeting. The Committee Co-Chairs should also attend this meeting.
5. The Committee Co-Chairs along with the Education Coordinator have the authority to sign contracts for speakers, facilitators, etc. for the education program of the Annual Conference. The Co-Chairs are responsible for sending copies of the contracts to the Treasurer.
6. The Committee must stay within the budget set by the President and approved by the general membership at the previous Annual Conference.
7. The Committee is responsible for purchasing gifts for unpaid speakers, approximately \$25.00 per gift or in accordance with the budget.
8. The Committee prepares and distributes the "Call to Conference" to the membership. The "Call to Conference" should include a preliminary agenda, providing times for educational sessions, meals, special events, etc. This shall be presented to the Executive Committee at its January meeting.

#### **IIMC Certification Academies and Training Sessions Organization and Tasks:**

1. The Committee shall be responsible for recommending "stand alone" IIMC Certification Academies outside the Northwest Clerks Institute PD IV.
2. To arrange and organize the Spring and Fall IIMC Certification Academies (academy), and any other stand-alone educational/training sessions within the limits of the approved budget, the Committee shall follow the following guidelines
  - a. The Committee Co-Chairs and Education Coordinator must first submit an application and obtain approval of the subject matter from the NCI Director and IIMC prior to scheduling an academy. Applications must be submitted to the NCI director no later than six (6) months prior to the date of the academy. These actions will ensure valid points for IIMC Certification.
  - b. The Committee evaluates possible speakers and subject matter and completes the evaluation in time to make recommendations to the Executive Committee.
  - c. For the Spring academy, in conjunction with the Annual Conference, the Committee must work closely with the Conference Planning Committee to coordinate meeting space and meals at the Annual Conference location.
  - d. The Committee Co-Chairs and Education Coordinator are responsible for collecting academy or training session evaluation forms, tabulating the responses and forwarding the evaluations and results to the NCI director

- e. The Committee Co-Chairs and Education Coordinator are responsible for preparing IIMC approved certificates of completion for all academy or training attendees.

## **Continuing Education and NCI Oversight**

### Organization and Tasks:

1. The committee has the responsibility for reviewing and assisting in curriculum planning for the Professional Development certification programs conducted each year through the local affiliate university serving as the Northwest Clerks Institute (NCI). The committee may be instrumental in arranging speakers and assisting the institute director by providing ideas and educational topics keeping with the IIMC requirements for certification. The committee keeps in close communication with the NCI director and NCI Committee.