



Our Voice | Our Community | Your Success

## EDUCATION COMMITTEE CHARTER

### **Purpose of the Committee**

The Education Committee has responsibility to provide guidance and oversight for the development of various SCRS educational activities, excluding Summits and regional symposiums. The Committee will assist with identifying thought leaders in industry to participate in the various educational offerings.

### **Scope and Key Objectives**

The Education Committee will explore and develop educational programs and products in response to SCRS membership needs and/or Leadership Council requests. It will evaluate current educational programs for usefulness and recommend activities and initiatives in response to the needs of the SCRS membership. In order to accomplish this objective, the Committee will:

- Assess SCRS membership priorities for development of educational offerings;
- Assist with identifying thought leaders in the industry to participate in various educational offerings;
- Ensure that SCRS members are aware of current educational offerings.

### **Organization and Governance**

*Meeting Schedule:* The Education Committee will conduct business of the Committee through an ongoing schedule of monthly conference calls and/or electronic communications, or otherwise as scheduled by the Chair.

#### *Community Representation:*

- Consists of members who are active members of SCRS;
- Will have at least one representative from a Corporate Member (Sponsor, CRO and/or Professional Service Provider), if possible; however, at no point will the number of Corporate Members outnumber the number of Site representatives;
- Committee leadership will consist of a Chair and Vice Chair, both of whom will be site representatives.
- There will not be more than one Committee member from a single organization.

#### *Chair Responsibilities:*

The Education Committee Chair is responsible for leadership and facilitating the work of the Committee including, but not limited to, calling meetings of the Committee/Sub-Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee members and with the SCRS Leadership Council. The Chair will have a position on the Global Site Solution Summit Planning Community.

#### *Term:*

The Education Committee Chair will serve a one-year term. The Chair will have the option to maintain this position for one additional year, if all responsibilities have been met. After the term as Committee Chair is completed they will stay on as an ex-chair for one additional year.

***Vice Chair Responsibilities:***

In the absence of the Chair, the Education Committee Vice Chair is responsible for leadership and facilitating the work of the Committee. The Vice Chair will ascend to the Chair position at the completion of current Chair's term, if all responsibilities have been met.

***Term:***

The Education Committee Vice Chair will serve a one-year term. The Chair will have the option to maintain this position for one additional year, if all responsibilities have been met. The total length of service as Vice Chair and Chair could be up to a total of four years.

***Member Responsibilities:***

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated. Committee members who miss two consecutive Committee meetings without notification and approval of the Committee Chair can be dismissed from Committee membership.

***Term:***

Each Committee member will serve a one-year term. The member will have the option to maintain this position for one additional year, if all responsibilities have been met.

Previous members may return to serving the Committee, per the needs of the Committee, after a one year break in service.

***Committee Staff Liaison Responsibilities:***

The Committee Staff Liaison provides necessary support to the Chair, Vice Chair, and Committee members to facilitate the work of the Committee including setting up meetings, helping to prepare the materials and preparing the annual report to the SCRS Leadership Council.

**Accountability**

- An annual report will be submitted to the SCRS Leadership Council.
- The Committee's work will be aligned with the overall goals of SCRS.

**Annual Goals**

- Draft, distribute and analyze an educational needs assessment among the SCRS members;
- Recommending new or updated educational offerings;
- Develop plans for using electronic technology to deliver educational and professional development programs;
- Plan an annual schedule of web-based and/or on site offerings;
- Recruit and coordinate presenters;

- Collaborate with the Site Solutions Summit Planning Committee to suggest, plan and coordinate educational session(s) at the Global Site Solutions Summit through the engagement of the Educational Chair having a place on the Global Site Solutions Summit Committee.

### **Charter Changes and Renewal**

Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the SCRS Leadership Council. The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the SRCS Leadership Council for approval.