# Home Health Section – APTA

# JOB DESCRIPTION

**Title:** Chair, Education Sub-Committee

**Term:** Three (3) Years. Appointed by Home Health Section Executive Committee. Part of the Educational Programming Committee.

**Reports to:** Treasurer (Board Liaison), Board of Directors and Executive Committee as requested.

**Purpose**

The Education Committee’s purpose is to provide quality continuing education programs and educational resources that facilitate and advance best practice utilizing evidence-based medicine.

# Composition

Education Committee chair may designate leaders of sub-committees as he/she deems necessary to facilitate the work of the individual sub-committees. Committee members and the chair are appointed by the Home Health Section Executive Committee.

# Key Responsibilities

1. Meetings
   1. The Chair will arrange, coordinate and preside over all Practice Committee meetings as scheduled by the chair.
   2. Committee members will participate in group meetings and notify the sub-committee chair of meetings they are unable to attend.
   3. Members failing to attend three sequential group meetings without notice to the Chair are subject to removal from the Committee by the Education Committee Chair.
   4. The Chair will arrange for the recording of group meeting minutes or notes and forward these to the Section Secretary and Executive Director.
2. Communications
   1. The Chair will provide a report prior to each Executive Committee and Board meeting on all activities of the Committee since the last meeting.
   2. The Chair will provide a written report summarizing the Committee’s activities annually to the Section membership.
   3. The Chair will orient his/her successor to all relevant Committee activities and procedures.
3. Duties
   1. The Chair will ensure an adequate number of volunteer members to conduct the business of the Committee.
   2. The Chair will recommend and the Executive Committee will appoint Section members to the Education Committee.
   3. In the absence of the Chair, a member of the Education Committee will perform the duties of the Chair, after notification to the Section Executive Committee.
   4. Initiates and maintains procedural documents related to program.
   5. The Education Committee will develop and coordinate at least two additional education opportunities for delivery to members annually. These may be, but aren’t limited to: on-site courses, audio/webinar conferences, online courses, home study courses, or courses in collaboration with other sponsors or education service providers. Responsibilities include:
      1. Develop topics and subject material
      2. Identify speakers/presenters/authors
      3. Arrange schedules, rooms, times, etc. as needed
      4. Coordinate live course events
      5. Collaborate with Section Executive Director to implement or engage appropriate service providers
      6. Submit course information for CE approval in collaboration with Section Executive Director
      7. Review and summarize course evaluation/feedback
      8. Liaison with state and national /state home care associations and/or therapy associations
      9. Develop a section speaker bureau for educational presentations
4. Sub-committees & Task Forces
   1. The Section Executive Committee may create sub-committees or task forces assigned under the Education Committee as needed or at the request of the Chair.
   2. Individual Education Committee members may serve in one or multiple Committee sub-groups.
5. Finances
   1. The Chair will submit an annual budget for the Education Committee which reflects reasonable requests and anticipated expenses.
   2. The Chair will submit to the Executive Director, an itemized report of expenses of reimbursement per the Section financial guidelines.
   3. The Education Committee chair and/or committee members are funded by the Section to meetings as prescribed in the Section’s reimbursement policies, current budget, and current meeting schedule.

**Time Commitment:** 5 hours / month

**Qualifications**

Education Committee members must be current members of the Home Health Section. It is preferred that members have experience in the design and development of continuing education content and programming relevant to the home health practice setting.

**Support Provided**

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Chair is oriented and trained by the out-going Chair, when applicable. Additional training and orientation is available from both the Section Executive Director and Vice President (Board Liaison) and these individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Chair is expected to orient and training committee members.

**Benefits**

Committee members benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Some travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

**Key Documents**

In collaboration with the Education Board Liaison, the Executive Director, and members of the Education Committee, the Chair regularly reviews and maintains the following documents and policies:

1. Education Committee job description
2. Education Committee Annual budget
3. Strategic plan items applicable to Education Committee
4. Procedural documents for Course Submissions and review