COMMITTEE/TASK FORCE CHARGE:

Identify and create educational content based on the approved Education Committee schedule. Work with the Virtual Connections Task Force to connect content with the most effective method of delivery.

COMMITTEE/TASK FORCE MEMBER TERM:
July 2022 - July 2023
Eligible for renewal annually

DESCRIPTION OF DUTIES:

- Support Educational Programming Subcommittee’s goals
- Attend meetings of the committee on a monthly basis
- Attend meetings of other task forces and committees as requested
- Meet objective and deadlines as set by the Educational Programming Subcommittee Chair
- Serve as the point person for planning and organizing at least one ARCS educational program each fiscal year (virtual or in-person webinar, seminar, etc).
- Work with the rest of the committee, and the Professional Resource Development Task Force, to identify educational materials to be made available to ARCS members; including but not limited to - white papers, online resources, publications, or instructional videos.
- Work with conference programming committees to integrate conference programming into overall programming schedule

ORGANIZATIONAL OBJECTIVES:

- Organizes and plans ARCS educational programs throughout the year (webinars, seminars, in-person meetups, etc.) and helps to plan for future programs that meet the needs of ARCS members and the profession as a whole.

PROGRAM FUNCTIONS OR OBJECTIVES:

- Individual Virtual/In-Person Webinars
  - Assist the rest of the committee with brainstorming ideas and topics for webinars that ARCS members will find beneficial and informative
  - Identify potential speakers and partners who are experts in their respective topics, and who are from diverse backgrounds, to lead the conversations presented by the webinars
  - Complete and submit webinar/program proposals to the ARCS Board of Directors
  - Work with the ARCS tech suite and ARCS Administrator to organize the program venue (ie, a webinar virtual Zoom meeting, or scheduled in-person venue), including estimating registration.
  - Provide registration fee guidance on a program-by-program basis.
  - Receive speaker bios and photos for publication and newsletters
ARCS Educational Programming Subcommittee
Position Description: Committee Member

- Work with the speakers and ARCS treasurer to ensure all honorariums and/or fees are paid appropriately and fairly.
- Work with identified speakers and the ARCS executive team to draft and implement an MOU for formalizing partnerships between ARCS and the presenters.