2024 WSAE Education Programming Committee

Committee Charge	Focuses on providing guidance and recommending content to WSAE members and the association community, while enhancing the knowledge and best practices of individuals involved in association management and leadership.
Goals & Responsibilities	• Set the event theme and take oversight and programming responsibilities for annual WSAE events. • Brainstorm speakers and topics for educational programs. • Reach out to potential speakers and vet for availability and ability to speak to program topics (if viable, volunteers will make an introduction between potential speaker to WSAE Staff; staff will work with speaker to negotiate fees/contracts) • Review post-event survey data and use for improving programs in the future • Attend WSAE programs • Be an ambassador for WSAE program attendance to peers • Attend committee meetings and complete duties as assigned to meet the committee's goals **Subgroups oversee the following education activities:** • Women's Forum – September 19, 2023 • Live @ Event – May 23, 2023 • Summit – October 25, 2023
Committee Composition	The Education Programming Committee is comprised of 12-20 Members. The committee will be split up into subgroups to develop content for the annual WSAE events; while working together as a large committee to ensure overall educational needs for WSAE are met (while not duplicating efforts).
Term of Service	All committee members agree to serve an approximate one-year term. Committee term: January 8 - December 31, 2024
Expected Commitment	The Education Programming Committee meets 1-2 times per year virtually. Each subgroup meets via 3-4 conference calls per year to plan each event. Time commitment is approximately 1-2 hours per month (leading up to their subgroup event, and time is reduced after the event). Attend your subgroup event.
Reporting Expectations	The Education Programming Committee reports to a board liaison, providing updates as needed.
Committee Member Requirements	• Desire to advance the mission of WSAE • Must be able to carry out the work of the committee • Must be able to make the necessary time commitment • Must be able to attend and actively participate in conference calls and meetings • Are a WSAE member in good standing