

## **TERMS OF REFERENCE**

### **IAHTM EDUCATION COMMITTEE**

The IAHTM Education Committee is responsible for identifying topics and speakers, as well as coordinating and executing the IAHTM Annual Education calendar, including, but not limited to: The IAHTM Annual Conference, Spring Conference, or any other education event that IAHTM is holding on an annual basis. The committee will ensure that the education theme, topics and collateral materials align with the mission, vision, values and strategic plan of the International Association of Healthcare Textile Managers, as defined by the board from time to time.

## **TERMS OF REFERENCE**

1. Provides a setting for the exchange of information, ideas, initiatives, topics, and planning for the IAHTM annual education calendar.
2. Provides a setting for communication among the committee members, as a group, towards achieving our education goals:
  - a. Specifically, the committee will:
    - i. Identify the theme for each IAHTM Education Event
    - ii. Develop the agenda for the event, including selection of each speaker / topic
    - iii. Review the agenda with the conference host, Executive Director, and inform the Board of Directors
3. Establish work groups to respond to specific tasks and undertake projects, i.e., Theme design, agenda development speaker engagement

## **MEMBERSHIP**

Membership shall be confined to current directors, members, and partner sponsors. Additional guests may attend.

### **Membership Make Up**

- Committee Facilitator – IAHTM Exec. Dir.
- Chairperson – Appointed by the Board Executive
- Up to 8 Representatives:
  - 2 - 4 Directors
  - 2 - 4 Members
  - 2 - 4 Partner / Sponsors

### FREQUENCY OF MEETINGS

Meetings are held as needed (potentially monthly, or as needed). The Chairperson may call additional meetings. The Notices and Agendas for Meetings will be provided to all Members prior to a Meeting. Meetings will be scheduled on a rotating basis on the following Schedule:

TBA

### GENERAL TERMS

1. Each Member shall relay pertinent information or any item they want put on the Agenda to the Chairperson (in writing) within a certain time frame.
2. It is the responsibility of the members to communicate appropriate information to all concerned departments.
3. The Agenda is to be drawn up by the Chairperson and provided to the Committee facilitator for distribution.