

NORTH CAROLINA ASSOCIATION FOR
HEALTHCARE QUALITY



POSITION: Education Committee Chair

This person shall be responsible for learning the role of the Education Committee Chair and assist in planning and facilitating educational opportunities for NCAHQ members and other quality professionals.

Objectives:

- To support the vision, mission, goals and objectives of NCAHQ
- To be knowledgeable of the NCAHQ Bylaws
- To serve as an active NCAHQ Board Member
- To be aware of education needs of the membership and provide various opportunities for member education.

Qualifications:

1. Active NCAHQ member
2. Ability to commit amount of time necessary to perform duties (episodic up to 1-3 hrs./week)
3. Creative thinking abilities
4. Facilitation skills

Duties include:

1. Learn and assist with the oversight of the education committee and coordination of webinars and educational needs of NCAHQ members.
 - a. Chair meetings of the Education Committee when the Chair is unable to attend.
 - b. Attend multistate collaborative monthly meetings.
 - c. Work with Chair to obtain speakers and manage webinar planning and facilitation.
 - d. Manages speaker bios, objective evaluations, flyers, Survey monkey, attendance lists.
 - e. Assess and meet the educational needs of our members by managing the annual education Needs Assessment Survey.

2. Participate in the development of the annual budget as well as the ongoing monitoring of resource consumption to ensure financial viability and long-term stability.
3. Participate in the development and ongoing review of the strategic plan as it relates to the overall success of NCAHQ.
4. Other duties as delegated by the President or Board of Directors for the operation of NCAHQ.