



Pediatric Endocrinology Nursing Society
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Advancing the art and science of pediatric endocrinology nursing.

www.pens.org

Education Committee Charter

PENS' General Committee Structure and Function

- PENS Committees respond to the direction of the Board by deliberating the best way to accomplish a task; they explore options and make recommendations for Board action. Committees have the following functions:
 - Oversight of current educational programs
 - Evaluation of current educational programs for usefulness
 - Recommendation of activities and initiatives for Board consideration
 - Exploration and development of new educational programs and products in response to membership needs and/or Board requests

- Committees meet via conference call and in person at the annual conference.

Education Committee Purpose

Through its work, the PENS Education Committee provides resources and educational information regarding pediatric endocrine nursing.

Chair Responsibilities

- Oversees and directs activities of the Education Committee
- Works with staff to set the agenda for each call or meeting
- Coordinate the distribution of agenda, minutes, and supporting materials board liaison, and to the committee members
- Determine when to cancel a scheduled meeting or convene an unscheduled meeting
- Delegate a committee member to take notes/minutes
- Determines when to cancel a scheduled meeting or convene an unscheduled meeting
- Guides educational projects developed by the committee. Delegates tasks to committee members
- Establishes timelines for projects and keeps committee members on schedule
- Submits reports to the Board as requested. Submits annual reports to the membership in conjunction with the annual conference
- Attends Board meetings and presents to the Board of Directors upon request
- Attends the annual conference and organizes committee meeting at conference
- Assumes responsibilities delegated by the President and/or Board
- Identifies committee members to contribute articles and or annotated bibliographies to the *PENS Reporter* as needed
- Identifies potential members for the Education Committee and/or leaders for PENS

Committee Member Responsibilities

- Participate in 60% of conference calls
- Participate in the discussion of the committee by conference call and by e-mail

- Mentor others in the Society and on the committee as appropriate
- Accept assignments as delegated by the Chair. Examples of delegated tasks include the following:
 - Write articles for the newsletter
 - Present/co-present a podium session at the conference
 - Present and/or staff a poster session at the conference
 - Review and provide feedback on work completed by other Committee members
 - Others as dictated by the work of the Committee

Board Liaison Responsibilities

- Report committee activities and bring committee recommendations to the Board
- Relay Board charges and feedback to the committee
- May moderate meetings in the absence of the chair
- May participate as a full committee member

Staff Responsibilities

- Staff will attend meetings as needed
- Moderate meetings in the absence of the chair and board liaison
- Maintain the roster of committee members
- Communicate meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members
- Draft and mail correspondence on behalf of the committee
- Complete committee tasks and follow up as requested by the committee

Committee's Long and Short Term Goals

The Board of Directors has established the following long term goals for the PENS Education Committee:

- Increase the knowledge of nurses who are new to endocrine as well as those who are experienced in the specialty
- Improve dissemination and access to educational resources
- Ensure that the educational tools offered by PENS are current and relevant

The Education Committee has established the following short term goals as strategies for achieving the long term goals in conjunction with PENS' Strategic Plan:

- Update one existing educational tool each year, or develop a new tool
- Submit articles on application of research to *PENS Reporter*

Ongoing Projects and Programs Overseen by the Committee

The PENS Education Committee oversees the following activities:

- Development of educational tools
- PENS – E-Communities
- Online continuing education courses
- Education Submissions to the *PENS Reporter*
- Offer educational support through “casual” mentorship-not a specific preceptor program

Communication between the Board and Committee

The Chair of the Education Committee submits reports to the Board on behalf of the Committee twice a year—just prior to the Board’s fall Board meeting, usually held in September, and just prior to the Board’s pre-conference meeting. The Committee also communicates to the Board when it has a proposal or request that requires Board approval.

The Board communicates with the Committee through the Board Liaison or, in some cases, the President or his/her designee will communicate with the chair of the Committee. The President is an ex-officio member of the committee and may participate on Committee conference calls. The Committee Chair may be invited to participate on a Board conference call or at a meeting as needed.

Appointment of Committee Members and Term of Appointment

- The committee year runs from conference to conference of each year
- A call for volunteers is distributed to the membership prior to and at the annual conference
- Members of the committee must submit a call for volunteers to the committee every year if they want to remain on the committee
- Members of the committee can continue until their PENS membership lapses, they elect to remove themselves from the committee, or they fail to participate in committee activities
- The number of committee members shall be at the discretion of the Chair

Appointment of Committee Chair and Term of Appointment

- The term of chair is two years and runs from conference to conference of each year
- A Call for a Committee Intent to Chair is sent to the committee to identify volunteers; all volunteers are considered by the committee and a recommendation is made to the Board for appointment
- A committee chair may be re-appointed if willing to serve and the expectations of the Board were met by the volunteer during recent term as chair