



Pediatric Endocrinology Nursing Society

Advancing Endocrine and Diabetes Care

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. The Education Committee has 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
- The Education committee meets via conference call every 1-2 months

Education Committee Purpose

Through its work, the PENS Education Committee provides nursing resources and patient educational information that address educational needs and gaps in care for the pediatric endocrine nursing community.

Chair Responsibilities

- Oversees and directs activities of the Education Committee
- Works with staff to schedule and set the agenda for each virtual call or live meeting
- Coordinate the distribution of agenda, minutes, and supporting materials to the board liaison, and to the committee members
- Determines when to cancel a scheduled meeting or convene an unscheduled meeting
- Delegates a committee member to take notes/minutes
- 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
- Assumes responsibilities delegated by the President and/or Board
- Identifies potential members for the Education Committee and/or leaders for PENS

Committee Member Responsibilities

- Participate in a minimum of 60% of virtual 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:
 - Create educational content at the direction of the Chair
 - Review and provide feedback on work completed by other Committee members
 - Others as dictated by the work of the Committee
 - Present/co-present a podium session at the conference
 - Present and/or staff a poster session at the conference

Board Liaison Responsibilities

- Report committee activities and bring committee recommendations to the Board
- Relay Board recommendations 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:

- Provide on-demand webinars
- Promote online resources
 - Apps: Preventing Adrenal Crisis Events ([PACE](#)), Diabetes-related, Other
 - Links to existing resources: PES education materials
 - Expand medication guides: GH, GnRH agonists, GLP1 receptor agonists and other Type 2 medications

Ongoing Projects and Programs Overseen by the Committee

The PENS Education Committee oversees the following activities:

- Nursing resources
- Patient Education Handouts
- Online continuing education webinars
- Other published tools

Communication between the Board and Committee

The Chair of the Education Committee submits reports to the Board on behalf of the Committee once a year—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

Approved by PENS Board of Directors 3/25/25