

**Virginia Medical Group Management Association**  
**Education Committee Charter**  
(June 2020 / Reviewed & Revised Nov. 2021)

**Purpose, Authority, and Duties**

The Education Committee (“Education Committee” or “Committee”), a Member Committee as defined in Virginia Medical Group Management Association’s (“VMGMA”) Bylaws, serves to assist VMGMA and its Board of Directors (the “Board”) in ensuring VMGMA’s conferences, webinars and other educational events support its mission and are responsive to the needs of the VMGMA Members and the profession at large.

The primary role of the VMGMA Education Committee is to develop and/or coordinate the delivery of educational materials and events for VMGMA members and affiliates, including the webinars, regional events, the annual state conference(s), ventures with affiliated organizations, such as the Virginia Medical Society, and other ad hoc education opportunities.

**Mission**

The primary mission of the Committee is to educate the membership on the current and relevant issues facing medical practices. This includes, through coordination with the current VMGMA President, Executive Director and other committees, to provide educational resources, venues and opportunities by coordinating programs/activities statewide.

**Report and Accountability**

The Education Committee shall provide reports to and shall advise the Board on educational issues and developments, as may be appropriate from time to time. The Education Committee may work with other committees from time to time.

**Governance**

The Committee is overseen and has delegated authority as an authorized committee by the VMGMA Board.

The Education Committee shall be comprised of the following members: at least five (5) Board Members, including the Vice President who shall be the Chair of the Education Committee and the President as Vice-Chair and other members may be assigned as liaisons, as needed. Education Board Committee members will serve two-year term, non-board members discretionary terms with membership staggered to ensure continuity of work. The Board may remove the Chair and Vice-Chair of the Education Committee for cause, as reasonably determined by the Board. The Chair of the Education Committee may remove any active members of the Education Committee for cause, as reasonably determined by the Chair with Board approval.

## **Operating Responsibilities**

The responsibilities of the Education Committee shall include, but are not limited to, the following:

### **Webinars**

1. Secure speakers for webinars for state webinars; multi-state webinars per contract.
2. Present information on the speaker and the topic to the VMGMA executive director for marketing the event to include prior announcements as per contract.
3. Ensure that the person chairing the webinars has a current podium bio to include picture to introduce the speaker.
4. Obtain a copy of the presentation for posting on the VMGMA web site.
5. Provide logistics to the speakers to ensure a successful presentation.
6. Webinar logistics is per contract of third-party administrator.
7. Other responsibilities as assigned or approved by the VMGMA Board of Directors or Executive Director.
8. Ensure that speakers and speaker expenses are paid properly and timely.

### **Regional Events**

1. Secure speakers for regional meetings.
2. Present speaker information, photograph and topic to the VMGMA Executive Director for marketing the event.
3. Ensure that the person chairing the member meeting has a current podium bio to introduce the speaker.
4. Obtain a copy of the presentation for posting on the VMGMA member area of the web site.
5. Provide logistics to the speakers to ensure a successful presentation.
6. Other responsibilities as assigned or approved by the VMGMA Board.
7. Ensure that speakers and speaker expenses are paid properly and timely.

### **Annual State Conference(s)**

1. Obtain the budget from the current Treasurer.
2. Secure speakers for the general and breakout sessions, and ensure that summary descriptions, learning objectives, bios, and head shots, are prepared for inclusion in the conference brochure.
3. Garner speaking contracts.
4. Submit speaker docket and conference materials to outside accrediting agencies for credits.
5. Monitor all speaker logistics during the conference for successful presentations in conjunction with Executive Director.
6. Create, distribute and tabulate vendor/conference evaluations to submit to Education Committee and Board.
7. Ensure that speakers and speaker expenses are paid properly and timely.
8. Other responsibilities as assigned or approved by the VMGMA Board.

### **Additional Responsibilities**

Additional responsibilities of the Education Committee shall include, but are not limited to, the following:

- Soliciting input from VMGMA Members regarding the education needs of profession.
- Plan and coordinate the educational activities of VMGMA.
- Work with the Finance Committee to develop a business/financial plan for all educational programs.
- Review and approve content from other sources for endorsement or inclusion in VMGMA programs.
- Develop learning objectives, outline specific course, classes and lessons, identify content for instruction, and determine delivery and assessment methods.

### **Goals**

The goals of the Education Committee shall include the following:

- Coordinate and provide beneficial education opportunities through conference and non-conference training activities.
- Employ feedback and suggestions received to tailor educational opportunities to meet the evolving needs of VMGMA Members.
- Promote partnerships with other organizations to enhance the educational opportunities, broaden awareness of opportunities, and minimize or eliminate duplicate efforts.

### **Quorum**

One more than fifty percent (50%) of the then current voting Members of the Committee, either in person or by electronic vote as deemed appropriate by the Board and legal counsel, shall constitute a quorum for the transaction of business at a meeting of the Educational Committee.

### **Meetings**

The Education Committee shall meet from time to time as deemed necessary either in person or by electronic means to carry out its functions as described in the Bylaws and as more particularly described herein.

### **Attendance**

In the absence of extenuating circumstances, a committee members' attendance will be considered unsatisfactory if the member misses one (1) or more meetings of the committee.

### **Voting**

Each voting member of the Committee shall have one (1) vote to adjudicate authoritative actions of the Committee, or to make formal recommendations for review and ratification by the VMGMA Board. All votes to take place during a committee call must be prior approved by the Executive Committee. Votes may be discussed in the next scheduled VMGMA Executive Board

meeting or forwarded for electronic (email) voting by the VMGMA Executive Board to approve such recommended actions.

If a vote takes place during a committee call that was not prior approved then the vote must be communicated to the Executive Board. This would allow the Board to override the vote if they so deemed within one (1) business day of receipt of communication.

### **Minutes**

The Committee shall keep minutes of its meetings and a full account of its transactions. The Executive Director shall be responsible for the recording of all minutes of every meeting of the committee. However, in the event the Executive Director is not available, the Chair of the Committee may appoint an individual to take minutes of the meeting. In the absence of the Executive Director, the individual taking minutes shall ensure that the minutes are legible and will forward the minutes to the Executive Director for preparation and posting.

### **Procedure**

The Education Committee shall follow all procedures followed by the Board in conducting its affairs, including but not limited to preparing written agendas and maintaining written minutes, and shall otherwise conduct itself as required by §13.1-869 of the Code of Virginia.