

<b>Committee</b>	<b>NAMSS Courses Subcommittee</b>
<b>Subcommittee Charge</b>	Oversight of NAMSS' educational courses.
<b>Subcommittee Goals/Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Oversee and validate effectiveness of virtual, online, and in-person course content.</li> <li>2. Review, evaluate, and update courses.</li> <li>3. Recommend new course content to the Education Committee.</li> <li>4. Assist Education Committee in discerning webinar topics not covered by, but complimentary to, NAMSS' educational courses.</li> <li>5. Monitor the NAMSS Connection Zone to inform education development and potential SMEs.</li> </ol>
<b>Subcommittee Composition</b>	The NAMSS Courses Subcommittee is comprised of the following members: a Chair, a Vice Chair, and a minimum of eight (8) additional members.
<b>Membership Term</b>	All committee members, including the Chair, serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1 <sup>st</sup> – December 31 <sup>st</sup> .
<b>Expected Commitment</b>	The NAMSS Courses Subcommittee meets monthly via virtual conference. Special project task forces may meet more frequently for a couple months each year. Time commitment is 4 – 6 hours per month (approximate).
<b>Selection/ Appointment</b>	The Chair and Vice Chair are appointed by the President-Elect. Committee members are selected by the President-Elect with input from the Education Committee Chair and the Courses Subcommittee Chair. All committee member selections are approved by the Board of Directors.
<b>Subcommittee Requirements</b>	<p><b>Subcommittee Members:</b></p> <ol style="list-style-type: none"> <li>1. Express desire to serve with an interest/background in education.</li> <li>2. Must be able to carry out the work of the committee.</li> <li>3. Desire to advance the mission of NAMSS.</li> <li>4. Active in the medical staff services, provider enrollment or managed care profession.</li> <li>5. Ability to work well with others.</li> <li>6. Ability to make the necessary time commitment.</li> <li>7. NAMSS member in good standing.</li> <li>8. Ability to attend and actively participate in virtual or in person meetings.</li> <li>9. The Chair may identify specific needs based on committee need (i.e. MCO, CVO, Hospital representatives or members with an interest in Industry Updates, Executive Leadership, etc.).</li> </ol> <p><b>Subcommittee Chair:</b></p> <p>In addition to the qualifications listed above, the Chair must hold CPCS or CPMSM certification.</p>

<p><b>Subcommittee Roles and Authorities</b></p>	<p><b><u>Makes Decisions</u></b></p> <p>1. Updates to course content and materials.</p> <p><b><u>Makes Recommendations (to the Education Committee)</u></b></p> <p>1. New course offerings.</p> <p><b><u>Provides Input</u></b></p> <p>1. Education development and content to reflect NAMSS membership diversity. 2. Suggestions for improved delivery of educational content based on learner format.</p> <p><b><u>Monitors</u></b></p> <p>1. Sales of courses. 2. Need for additional courses.</p>
<p><b>Staff Liaison(s)</b></p>	<p>Allison Isch, Education &amp; Operations Manager aisch@namss.org, (202) 367-2310</p> <p>April Cheverette, Education and Learning Services Manager acheverette@namss.org, (312) 673-4727</p>

<b>Amended Date</b>	<b>Board Approval Date</b>
12/6/2021	12/6/2021
10/31/2022	12/5/2022
10/11/2023	12/6/2023
11/22/2024	12/9/2024

