

Committee	Accreditation Subcommittee
Subcommittee Charge	Oversee the NAMSS Accreditation Center.
Subcommittee Goals/Responsibilities	<ol style="list-style-type: none"> 1. Review and approve or decline CE accreditation applications by vendors and state affiliates. 2. Review, evaluate, and recommend to the Professional Development Council updates to accreditation application process and policies.
Subcommittee Composition	The Accreditation Subcommittee is comprised of six (6) members, a Chair and five (5) additional members appointed by the Chair and President Elect to complete the work of the subcommittee.
Membership Term	All subcommittee members 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 st – December 31 st .
Expected Commitment	The Accreditation Subcommittee meets at least monthly by Conference call. All members are expected to regularly review accreditation applications via online shared files. Time commitment is 2-3 hours per month (approximate).
Selection/Appointment	The Chair and Vice Chair are appointed by the President-Elect. Committee members are selected by the President-Elect with input from the subcommittee Chair. Committee member selections are approved by the Board.
Reporting	The Accreditation Subcommittee reports to the Professional Development Council, providing verbal or written updates as needed.
Subcommittee Requirements	<p>Subcommittee Members:</p> <ol style="list-style-type: none"> 1. Express desire to serve with an interest/background in education. 2. Must be able to carry out the work of the committee. 3. Desire to advance the mission of NAMSS. 4. Active in the medical services or managed care profession. 5. Ability to work well with others. 6. Ability to make the necessary time commitment. 7. NAMSS member in good standing. 8. Ability to attend and actively participate in conference calls. 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.). <p>Subcommittee Chair: In addition to the qualifications listed above, the Chair must hold CPCS or CPMSM certification.</p>
Subcommittee Roles and Authorities	<p>Makes Decisions</p> <ol style="list-style-type: none"> 1. Approve or decline CE accreditation applications.

	<p><u>Makes Recommendations (to the Professional Development Council)</u></p> <p>1. Updates to application process or policies.</p> <p><u>Provides Input</u></p> <p>1. Opportunities to expand accreditation center.</p> <p><u>Monitors</u></p> <p>1. Application compliance.</p>
<p>Staff Liaison(s)</p>	<p>Allison Isch, Membership & Ops Senior Coordinator aisch@namss.org 202-367-2310</p> <p>Shannon Cullen, Membership & Ops Coordinator scullen@namss.org 202-367-2361</p>

Amended Date	Board Approval Date
12/6/2021	12/6/2021
11/10/2022	12/5/2022
10/17/2023	12/6/2023