

<u>Title/Description:</u> Education Committee		<u>Filing Number:</u> ED-1
<u>Effective Date/Revised Date:</u> Effective: June 24, 2011 Revised:	<u>Approved by:</u> Board of Directors	<u>Responsible Author:</u> Board of Directors
<u>References/Resources Cited:</u>		<u>Applies to:</u>

Purpose:

1. The Education Committee will help to advance the science, technology, ethics, practice, and art of Respiratory Care through seminars, meetings, lectures, publications, and other methods as appropriate.
 - a. The KRCS will sponsor a statewide educational seminar each year.
 - b. The KRCS will sponsor additional educational seminars that are financially feasible and meet the needs of the Society.
 - c. Following the annual state education seminar and no later than 9 months before the next planned state education seminar, the KRCS President will appoint an Education Committee Chair to serve the following year and oversee all sponsored educational activities.
 - d. The Webmaster is a standing member of the Committee.
 - e. The CEU Evaluator is a standing member of the Committee.

Procedure:

1. Education Committee Chair Responsibilities:
 - a. Works with the President to appoint a KRCS member as Seminar Planning Committee Chair who will be responsible for:
 - i. Speakers
 - ii. Vendors/Vendor Reception
 - iii. Registration Table/Folders
 - iv. Brochure
 - v. Hotel/Food
 - vi. Golf tournament, if applicable
 - vii. Reception events including but not limited to: Student Reception, Welcome Reception, Sputum Bowl
 - b. Works with the seminar planning committee members to ensure deadlines are met and is ultimately responsible.
 - c. Works with the Seminar Planning Committee Chair and Webmaster to compose the brochure.
 - d. Works with the Board of Directors to establish and approve the seminar budget annually.
 - e. Works with the President and Treasurer after the seminar to review income/expenses from the seminar.
 - f. Makes recommendations to the President and/or Board of Directors for ways of improving efficiency to future seminars.
 - g. Ensure that vendor sponsors are appropriately recognized for their contributions.

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2. Seminar Planning Committee Chair Responsibilities:
 - a. Works with the Education Committee Chair to ensure the contract is established with the host hotel.
 - b. Works with the Education Committee Chair and the Webmaster to compose the brochure.
 - c. Works with Education Committee Chair and the President to appoint a seminar planning committee members who will be responsible for the individual planning seminar duties.
 - d. Follow established timelines and seminar policies.
3. Timeline and List of Responsibilities:
 - a. Speakers
 - i. Speakers and speaker topics will start to be planned 6-12 months in advance.
 1. Honorariums should be discussed at the time of the initial communication.
 2. Honorariums should not exceed \$100 plus travel expenses.
 - ii. Speaker time slots will be verified and communicated with the speaker 2-3 months in advance.
 - iii. One month prior to the seminar, the speakers will be contacted again to ensure the meeting is on their calendars. The deadline for any handouts/copies of powerpoint presentations speakers want posted on the website.
 - iv. Handouts/slide presentations will not be provided in the folders primarily.
 - b. Vendors
 - i. Vendor communication should be sent out 6-9 months prior to the start of the seminar/vendor reception. Location should be provided as well.
 - ii. Approximately 3-4 months before the start of the seminar the vendor registration form, along with a letter containing seminar information, must be sent to vendors servicing the area or any other vendor expressing interest.
 - iii. Vendors will receive one table per registration with no more than 2 people at one table.
 - iv. If additional space/people is needed, the vendor must purchase additional vendor space at the ratio of no more than 2 people per table.

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- v. CEUs will be provided to one person per table attending the presentations at the educational seminar. The vendor MUST sign in at the registration table in the am and pm of each day to receive credit. Failure to sign in properly will result in no CEUs given. CEUs will not be given for “setting up” the vendor table for the reception.
 - vi. Vendors should submit payment prior to the beginning of the seminar.
 - vii. The KRCS will have a complementary booth at the Vendor Reception.
- c. Webmaster
- i. The webmaster will be responsible for the brochure.
 - ii. The brochure should be posted on the KRCS website 6-8 weeks before the beginning of the seminar begins.
 - iii. The brochure can be continually updated as necessary from the time it is initially posted until the seminar.
 - iv. Will be responsible for the KRCS owned audio-visual equipment, including overhead projector, microphones, etc.
 - v. The webmaster will be responsible for setting up the electronic registration and management of the on-line registration funds.
- d. Registration/ Folders
- i. Postcards will be sent to the KRCS membership at the time the brochure is placed on the website to notify the membership.
 - ii. An email will be sent by the President to the AARC to be forwarded to the membership via the AARC email distribution list.
 - iii. An email will be sent to hospitals and providerships with the link of the brochure asking management to notify their staff.
 - iv. On-line registration will be available on the website when the brochure is posted. The webmaster will be responsible for setting up and managing the electronic registration.
 - v. A printable document will also be posted on the website for anyone not wanting to register electronically.
 - vi. Electronic registration will be closed one week prior to the beginning of the seminar.
 - vii. An on-site registration form will be placed on the website when pre-registration closes to allow participants to print and fill it out prior to arrival of the seminar.

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- viii. When pre-registration closes, the list of registrants must be forwarded to the CEU Evaluator (responsible for CEUs and sign in sheets) and to the Registration Table committee member (responsible for folders and name tags).
 - ix. Folders will include but not limited to:
 1. Agenda
 2. Paper for taking notes
 3. Evaluation form
 4. Drink/drawing tickets
 - x. Nametags will be made for all participants. Special delineation will be made for, but not limited to, the following groups:
 1. Students
 2. Vendors
 3. Board of Directors
 4. Education Committee
 5. Speakers
 - xi. Participants must sign in at the beginning of each morning session and the afternoon session. Sign in sheets will be removed after the break during each session and CEU hours will be altered to reflect the sign-in sheets.
 - xii. Sign in sheets will be turned into the CEU Evaluator at the end of the seminar.
 - xiii. Evaluations must be collected at the end of the seminar.
 - e. The Membership Committee will collect AARC forms during the meeting for anyone who paid/registered as a non-AARC member. Membership forms will not be accepted after the seminar ends.
4. Documentation
- a. Pre-registration checks will be copied prior to deposit and copies submitted to the Treasurer with the deposit information/receipt. The original checks will be deposited into the KRCS' bank account.
 - b. Accurate and legible records of registration and payment at each educational seminar will be kept by the Treasurer.
 - c. The CEU Evaluator will maintain continuing education records for a minimum of five years.
5. Financials
- a. Educational seminars have the largest impact on the financial resources of the Society. It is essential the budgetary resources of the Society be considered in planning all educational functions. The following pre-

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established guidelines should be understood and applied to these functions:

- i. The standard honorarium awarded to speakers is \$100.00. Speakers requesting higher honoraria than this standard amount must have their expenses paid by a sponsor or the Education Committee Chair must obtain prior approval from the President for additional expense.
- ii. Speakers who are KRCS members are encouraged to make their services available to the KRCS on a volunteer basis. However, the committee may either pay such speakers an honorarium as described above OR pay the speaker's travel expenses for the day of the presentation (i.e. lodging and mileage) but not both.
- iii. KRCS Board members who are speaking at the seminar will do so on a volunteer basis without the option of an honorarium or travel expenses paid.
- iv. Travel expenses for speakers at meetings will be as follows:
 1. Lodging (one single or double room) for one night (on KRCS master account)
 2. Mileage OR Airfare, as approved by the President
 3. Per diem of up to \$50/day, if requested by the speaker.
- b. All such expenses must be submitted to the Treasurer with receipts before they are paid. Reimbursement for expenses in excess of those described above must be approved by the President.
6. Board of Directors/Education Committee
 - a. All respiratory therapists participating on the Education Committee must be AARC members.
 - b. Travel/lodging expenses attending the seminar will not be reimbursed.
 - c. Registration for the seminar will be complementary for Board of Directors.
 - d. President appointed Education Committee members who actively participate in the planning of the seminar will receive complimentary registration to the seminar.