

Alaska Health Education Consortium
DUTIES: CONTINUING EDUCATION COMMITTEE CHAIR

Preside over the Continuing Education Committee at each meeting.

At least 40 days prior to each general meeting, contact the President – Elect, to provide Committee agenda items for the general meeting agenda.

Attend and lead the Committee meeting, or arrange for an alternate to lead the meeting if you will be absent.

Prepare a written Committee Report to be submitted to the Secretary prior to the end of each general meeting.

Participate in all Executive Board Meetings

Conduct needed activity related to continuing education issues between general meetings. This primarily involves:

Following up on any action decided upon at the general meetings or Executive Board meetings, and staying in contact with the President regarding items of importance.

Scheduling, coordinating, and conducting committee teleconferences to discuss issues of importance.

Function as liaison between AHEC and the National Commission for Health Education Credentialing or delegate it to a CE Committee member.

Maintain Multi –Site Provider status from NCHEC for offering continuing education credit for Certified Health Education Specialists.

Coordinate continuing education activities (with President/President Elect)
Collect, review and identify CHES competency areas for courses offered. Collect participant registration information, evaluations and fees and keep records for permanent file.

Promote Certified Health Education Specialist Credentialing. Stay informed on relevant issues and inform CE Committee and membership.

Maintain the Continuing Education Folder and prepare the succeeding Chair to assume this role.

Revised November 2002 (Patty Owen, CE Chair)