

# Iowa Association of Community Providers

## Education & Training Committee Charter

### Purpose and Scope

The Education & Training Committee has these main purposes:

- Champion the Association's the mission, vision, and values.
- Lead strategic efforts in professional development and workforce innovation.
- Conducting regular assessments of member training needs and responding with relevant offerings.
- Planning and executing key events, including the Annual Conference, Future Forward Summit, Leadership Academy and various development series.
- Enhancing workforce efficiency through targeted training initiatives.
- Evaluating technology needs and identifying solutions to support member organizations.
- Integrating technology into the Association's strategic education efforts.
- Promoting distance learning, utilization learning management opportunities and online training as core components of the Association's educational strategy.

### Committee Membership

- Members are appointed by the Association Board Chair.
- The committee will include up to 12 appointed members, with up to 2 Strategic Business Partners serving in addition.
- Members serve staggered three-year term, with continuation based on annual engagement and fulfillment of charter responsibilities.
- After serving a term, members must wait one year before being eligible for reappointment.
- Vacancies may be filled by the Board Chair or CEO.
- The Board Chair, CEO, Directors, and designated Association staff serve as ex-officio members.

### Committee Chair

- Appointed by the Association Board Chair.
- May serve consecutive one-year term while remaining an active committee member.
- Leads the committee in alignment with the Association's mission and strategic plan.
- Develops and implements annual priorities specific to the assigned responsibilities and authority of the committee in collaboration with Association staff.
- Facilitates meetings and designates a member to record minutes.

### Member Expectations

- Attend at least 80% of scheduled meetings.
- Prepare in advance and actively contribute to discussions.
- Respect diverse perspectives and support committee decisions.
- Promote and participate in training initiatives, both individually and organizationally.
- Attend and engage in all annual events and related activities.
- Act in the best interest of the committee and Association, avoiding conflicts of interest.

### Minutes and Reporting

- Meeting minutes will document committee actions and be approved at the subsequent meeting.

- Approved minutes are available to Association members upon request.
- Reports to the Board will be provided as requested, including an annual report at the Association's Annual Business Meeting upon request.

### **Standard Operating Procedures**

- Meetings: An annual schedule of meeting will be distributed each January. Meetings are scheduled for 60 minutes or less. Special meetings may be convened as needed.
- Agendas: Prepared and distributed in advance.
- Quorum: A majority of appointed members constitutes a quorum.
- Subcommittees: May be formed to address specific responsibilities, tasks or initiatives.
- Discussion Culture: Members are expected to foster respectful, inclusive, and open dialogue.

### **Charter Review**

This charter is a living document and will be reviewed annually by Association staff in consultation with the committee. Recommended updates will be submitted to the Board of Directors for approval.

Adopted: 11.2018; Rev. 11.2019; Rev. 11.2020; Rev. 10.2021; Rev. 10.2022; Rev. 11.2023; Rev. 11.2024; Rev 11.2025