



## HCEA Committee – HCEAConnect Education

**Timeframe/Term of Office:** September 2019– August 2020

**Co-Chairs:** Kate Hastings and Sandra Braun

**Committee Make-up:** HCEA members representing all three member types

**Meeting Occurrence/Frequency:** Every month initially; every other month as needed,

### Qualifications:

- HCEA member
- Attends HCEAConnect

### Tasks/Duties:

- Two co-chairs are better than one (better coverage, perspective, share the load, expand resources, etc)
- Chair/Co-Chair to create agenda w/ HCEA Staff liaison
- Chair/Co-Chair to send agenda to committee in advance of meeting (2-3 days)
- Chair/Co-Chair to create minutes and send them within 48 hours post meeting
  - Clear action steps defined and assigned to people to execute
- Chair/Co-Chair or HCEA Staff Liaison to schedule reoccurring meetings
- Use an online portal type tool like the one we used for Connect 2019 to “grade” session submissions
- Lay out clear session content rules in the Call for Papers and reiterate them in the speaker contract
  - No promotion
  - Submit final slides 1 month ahead of conference so Education committee can review for quality
- Provide an intro script to Committee members to do consistent and professional speaker intros
- Committee members will work with staff liaison to create a relevant and interesting schedule of educational programming for HCEAConnect
- The committee will assist in developing the Call for Proposals for HCEAConnect workshops, and participate in the review of the proposals.
- Committee members will work to identify and recommend relevant topics and thought leaders for HCEAConnect workshops, assisting in the drafting of descriptions and recruitment of speakers when needed.
- The Committee will help identify and decide upon keynote speakers/topics for HCEAConnect, and assist in outreach to potential speakers.