

CONTINUING EDUCATION COMMITTEE

OVERSIGHT

ANNUAL CONFERENCE COUNCIL

COMPOSITION

The Continuing Education Committee shall be composed of the Vice President, the ADHA 3-Year Delegate, and the Trustee at Large. The Central Office Executive Director will provide support as needed for this committee. The Vice President will serve as Chair. Additional members of this committee may be appointed by the Vice President.

DUTIES

1. Maintain a working knowledge of all CEs offered at IDHA Component meetings and Constituent meetings. These records should be on file at Central Office.
2. Request components to submit Speaker Contracts to Central Office. The IDHA Speaker Contract for Components–Template is located [here](#).
3. Solicit recommendations for CE courses to be offered at the Annual Conference, particularly from Components.
4. As needed, recommend policies to the BOD regarding approval of potential CE courses to be sponsored by IDHA.
5. Promote the highest quality CE courses offered through IDHA events.
6. Identify new educational programs that will be of value to IDHA members.
7. Review and analyze CE course evaluations and provide feedback to the BOD as needed.
8. Ensure that speaker contracts with IDHA are signed by the IDHA President, Treasurer, or Executive Director.