

EDUCATION COMMITTEE POLICY COVER PAGE
Orthopaedic Section Board Liaison – Ellen Hamilton, Director

Members: Chair and Vice-chair (if appointed); 3 year terms with two term limits, appointed by the Board of Directors; other members- one from each special interest group, and the chair from each education interest group. Terms for serving as SIG education chair and E-SIG education coordinator are 3 years with a two term limit. The Section President is an ex-officio member of all committees. Also appointed to the Committee are Ellen Hamilton, John Garziona, Rob Roy Martin, and Lin McGonigle, each for a 3-year term (2008-2011).

Meetings: The Education Committee meets during the APTA Combined Sections Meeting (CSM) each year and will participate in phone conferences as deemed necessary.

Purpose: The purpose of the Education Committee is to provide accessible and cost-effective professional development opportunities for members through various methods including pre-conference and educational programming at CSM on relevant and current topics.

Tasks:

1. Chair will:

- Coordinate CSM programming including: monitoring Scholar One submissions and deadlines, modifying Scholar One submissions as needed, assigning room size, reviewing event sheets, creating a master schedule, scheduling rooms needed for additional orthopedic events at CSM
- Oversee the administration of orthopedic programming at CSM, coordinating with APTA meeting services any needed changes in rooms, schedule or other problems that may come up at CSM
- Select programming for CSM based on the ranks assigned by the education selection committee. (see below)
- Coordinate and chair the education committee meeting at CSM
- Serve on the Residency Advisory Panel
- Serve on the Independent Study Course Advisory Panel
 - Review applications for Orthopaedic Section CEUs for non-section educational events and orthopaedic study group programs
- Serve in an advisory capacity to the Orthopaedic Section Board of Directors, participating in monthly BOD conference calls and attend face to face meetings that are scheduled 2-3 times throughout the year.
 - Assist the Research Chair with CSM platform/poster programming as needed.
 - Attend the APTA Education Chair meeting before and after CSM programming.
 - Attend the annual APTA Education Chairs meeting in April/May of each year.

2. Vice-chair when appointed will:

- Assist the Chair with above duties throughout the year and at CSM
- Participate and advise the Chair with final program selection for CSM
- Assist in the administration of programming at CSM
- Attend the annual APTA Education Chair meeting during the final year of the Education Chairs term.

3. Committee members will:

- Submit proposals for programming at CSM under the Scholar One guidelines and deadlines.
- A volunteer sub-committee of at least two members will assist the chair in review of programming for CSM and rank programming using the following scale:

➤	Criteria
1	Most relevant and needed
2	relevant
3	neutral
4	Not relevant or needed
5	Would not select

- Coordinate and be the moderator at programming that has been selected for their SIG or ESIG at CSM

Work other than at meetings: Work is on-going throughout the year as dictated by APTA deadlines. Information must be sent to the Section office regarding CSM programming.

Qualifications: An active Orthopaedic Section member.

Conflict of Interest: A conflict of interest can arise when conditions or circumstances preclude or interfere with an individual's capacity to make the objective, detached decisions required in Board of Director meetings. Conditions or circumstances which may create a conflict of interest include but are not limited to those cases in which the Board Of Director member, Committee member of SIG member: 1) has a personal, professional, or financial interest in, or relationship with, the entity in question; 2) has or is perceived as having, for any reason, a preconceived bias for or against the entity in question. Board of Director Members, Committee members, and SIG and Education Group members shall excuse themselves from such participation in any case where a conflict of interest arises, where a potential conflict of interest may arise, or where they may be a perceived appearance of conflict.

Compensation Policy: In the event that specific conditions or circumstances lead to a significant financial strain on the Section's Annual Budget the Section Board of Directors, based on a recommendation from the Finance Committee, will direct the Executive Director to discontinue all Stipends/Honorariums paid to Section members until fiscal solvency is attained.