



EDUCATION & PROFESSIONAL DEVELOPMENT COMMITTEE CHARTER

Updated and Approved: March 5th, 2024

Purpose Statement

The Education & Professional Development Committee is vital to AAAEM's mission of advancing members' professional development. Focused on enriching membership value through continuous learning, it strategically plans and coordinates educational programs. Guided by the broader AAAEM strategic plan and overseen by the Executive Committee, the committee addresses immediate needs with workshops, seminars, and webinars, while also planning for future programs. By staying attuned to emerging trends and advancements, the committee ensures members are well-equipped for the evolving field of academic emergency medicine. The Education & Professional Development Committee is a proactive force dedicated to fostering a culture of continuous learning and professional advancement, contributing significantly to AAAEM's growth and success.

Committee Charter Creation

January 2024

Scope:

The Education & Professional Development Committee plays a crucial role within the AAAEM by actively working towards the overarching objective of advancing the professional development of its members. This committee is dedicated to enriching the value of AAAEM membership by focusing on continuous learning and growth.

The primary goal of the Education & Professional Development Committee is to strategically plan and coordinate educational programs for AAAEM members. This process is informed by the broader AAAEM strategic plan, which outlines the organization's long-term vision and goals. Additionally, the committee operates under the guidance and oversight of the Executive Committee, ensuring alignment with the overall mission and objectives of AAAEM.

The committee's responsibilities extend to both immediate and future educational offerings. In the short term, the Education & Professional Development Committee concentrates on planning and executing educational programs for the upcoming year, addressing the immediate needs and interests of AAAEM members. This may involve organizing workshops, seminars, webinars, or other relevant activities designed to provide valuable insights, updates, and skill development.

Simultaneously, the committee takes a forward-looking approach by considering and planning for future educational programs. This involves anticipating emerging trends, technological advancements, and evolving needs within the field of academic emergency medicine. By doing so, the Education & Professional Development Committee ensures that AAAEM members stay at the forefront of their profession, equipped with the knowledge and skills required to navigate the ever-changing landscape of emergency medicine.

Overall, the Education & Professional Development Committee serves as a proactive and dynamic entity within AAAEM, dedicated to fostering a culture of continuous learning and professional advancement. Through strategic planning, coordination, and collaboration with the Executive Committee, the Education & Professional Development Committee strives to make a significant contribution to the growth and success

of AAAEM and its members.

Membership

Membership is open to all AAAEM members in good standing, unless otherwise approved by the Executive Committee.

Regular or Standing Activities of the Committee

The committee will draft specific goals and plans on an annual basis to drive the objectives of the committee and that performance on those goals will be reviewed with committee as well as the Executive Committee.

- Organize and coordinate a variety of educational activities, such as workshops, seminars, and webinars, to address the immediate needs and interests of AAAEM members.
- Concentrate on planning and executing educational programs for the upcoming year to provide timely insights, updates, and skill development opportunities.
- Take a forward-looking approach by considering emerging trends, technological advancements, and evolving needs within the field of academic emergency medicine for future educational planning.
- Stay proactive and adaptable to changes in the emergency medicine landscape, adjusting educational offerings to keep members at the forefront of their profession.
- Prioritize activities designed to enhance the knowledge and skills of AAAEM members, ensuring they are well-equipped to navigate the ever-changing demands of emergency medicine.

Committee Member's Expectations/Commitments

- **Commitment to Professional Development:** Members are expected to prioritize and actively contribute to the advancement of professional development opportunities for AAAEM members.
- **Alignment with AAAEM Vision:** Demonstrate a commitment to understanding and aligning educational initiatives with the broader AAAEM strategic plan, ensuring they contribute to the organization's long-term vision and goals.
- **Collaboration with Executive Committee:** Work collaboratively under the guidance and oversight of the Executive Committee to ensure that the Education & Professional Development Committee's activities are in harmony with the overall mission and objectives of AAAEM.
- **Short-Term Planning and Execution:** Dedicate efforts to short-term planning and execution of educational programs for the upcoming year, addressing the immediate needs and interests of AAAEM members through workshops, seminars, webinars, and other relevant activities.
- **Strategic Thinking:** Embrace a forward-looking approach by actively participating in the consideration and planning of future educational programs. This includes anticipating emerging trends, technological advancements, and evolving needs within the field of academic emergency medicine.
- **Adaptability and Flexibility:** Acknowledge and respond to changes in the emergency medicine landscape by being adaptable and flexible in adjusting educational offerings to keep AAAEM members at the forefront of their profession.
- **Continuous Learning Advocacy:** Promote and foster a culture of continuous learning among AAAEM members by actively engaging in initiatives that enhance knowledge and skills.

- **Contribution to Long-Term Goals:** Contribute to the development and implementation of long-term educational goals that align with the organization's vision and contribute significantly to the growth and success of AAAEM and its members.
- **Proactive Engagement:** Actively participate in strategic planning, coordination, and collaboration with the Executive Committee to ensure the Education & Professional Development Committee makes a meaningful and impactful contribution to the overall success of AAAEM.

Guidelines for Interaction

Examples listed below, should be committee specific

- *Keep phone calls, texting, emails, etc. to a minimum*
- *Set and keep a professional and positive tone*
- *All questions are welcomed, and all perspectives are valued*
- *Don't dominate the discussion; be mindful of others and try not to let your question (or answer) run on*

Relationship to Other Committees

The Education & Professional Development Committee will regularly consult with the Executive Committee and other committees for ideas/topics to focus on.

Subcommittees

CAEMA

Meeting Schedule

Monthly

Other

N/A