

Colorado Council of Medical Librarians
Education Committee Chair

Updated January 2006

Bylaws:

Education Committee

An education committee, consisting of a chairperson and at least four members, shall provide continuing education opportunities and information to association members.

Duties/Guidance:

1. Coordinate and facilitate the Education Committee's continuing education (C.E.) activities including:
 - a. Arranging C.E. courses of interest to the CCML membership
 - b. Arranging programs and mini-workshops on current topics to inform members
2. Prepare and submit annual objectives and budget.
3. Devise measures for ongoing needs assessment and program evaluation.
4. Attend CCML Executive Committee meetings and CCML Membership Meetings and report on Education committee activities. If unable to attend meetings, designate representative from Education Committee to attend and make reports.
5. Prepare prioritized list of education topics of most interest.
6. Maintain liaison with the MCMLA Education Committee and the MLA Continuing Education Committee.
7. Coordinate and facilitate efforts to maintain, expand and promote the Isabelle T. Anderson Collection of professional materials housed at Denison Memorial Library.
8. Prepare an annual report for the membership for publication in April Council Quotes.
9. Maintain an accurate record of the CCML Education Committee activities. This will include maintenance of the following files:
 - a. Annual reports
 - b. Annual budgets
 - c. Education Committee minutes
 - d. Executive Committee minutes
 - e. Isabelle T. Anderson Collection
 - f. Record of C.E. activities and programs
10. Update this list of duties each year and submit to President and incoming committee chair in April.