Professional Education Committee

Chair Responsibilities

Per the FACC Policies: The Chair of the PEC Committee may attend the IIMC Conference and Education Colloquium. The registration fee and travel expenses, up to the budgeted amount, will be paid by FACC.

Letter of Support
• Before accepting the position of Committee Chair, the member shall provide a letter of support from his or her city to the FACC President.

Committee Coordination
• The chair serves as a coordinator and oversees the committee, acting as a liaison between the committee and the Board of Directors. The chair should ensure committee members understand their duties, organize the members, establish a meeting calendar (including proposed timeframes), and be available to answer questions from committee and board members during the term.

FACC Board Meetings
• The chair should plan on attending all FACC Board meetings. When a required report is due, the chair will prepare an agenda item for inclusion in the Board agenda packets; if there has not been any committee activity and a report is not warranted, the chair shall email FACC staff to notify them an agenda item is not being submitted.

Committee Appointments
• The president appoints the committee members each year. The chair will contact committee members and must document those members who remained active and sufficiently participated during the year, sending that information to FACC staff at year end so Certificates of Committee Accomplishment can be issued.