


Carolinas Society for Healthcare Education and Training (CSHET) 		Policy: Standing Committees
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CSHET has the following Standing Committees:

A. Nominating Committee

1. Functions: See Nomination and Election of Officers Procedure
2. Membership:
 - * Immediate Past President serves as Chair.
 - * As nearly as possible, there will be equal representation from North and South Carolina.
 - * Representatives are appointed by the President or designee.
 - * Names of the Committee Members are reported to the membership at the business session of the annual meeting.
3. Meetings:
 - * Meetings will be conducted via email and/or conference call
 - * One or more meetings will be held to prepare a slate of officers to serve the welfare of the Society.

B. Awards Committee

1. Functions:
 - * Review and update awards application and criteria.
 - * Make recommendations to the Executive Board for award presentation(s) at the annual meeting.
2. Membership:
 - * North Carolina Director serves as Chair
 - * Includes representation from North and South Carolina
 - * Appointed each year
3. Meetings:
 - * Meetings will be conducted via email and/or conference call

C. Program Planning Committee

1. Functions:
 - * Plan and manage the annual spring conference.
 - * Present a program proposal (topics, speakers, budgets, etc) to the Board during the fall meeting – may be done earlier.

2. Membership
 - * President Elect serves as chair
 - * President
 - * Past President
 - * Treasurer
 - * One member from NC appointed by President Elect
 - * One member from SC appointed by President Elect

3. Meetings
 - * Brief meeting during the post annual conference meeting
 - * August/September and November
 - * Additional meetings/conference call as needed

Other committees such as those listed below will be convened as needed and the chairs will be appointed by the President.

D. Constitution and Bylaws Committee

1. Functions:
 - * Consider all proposals to amend the Constitution or Bylaws
 - * Refer the Committee's recommendation with reference to such proposal(s)
2. Membership:
 - * Chair will be a Board member appointed by the President
 - * Members will be appointed by the chair from the membership ensuring representation of both North and South Carolina.
2. Meetings:
 - * Bylaws will need to be reviewed at least every 5 years and as needed
 - * Meetings will be conducted via email and/or conference call

E. Strategic Planning Committee

1. Function:
 - * Develop and implement a plan for membership recruitment and marketing.
 - * Update the current Strategic Plan and provide an evaluation of progress made.
 - * Present the Committee's recommendations to the Executive Board for consideration and appropriate action.
2. Membership:
 - * Chair will be a Board member appointed by the President
 - * Members will be appointed by the chair from the membership ensuring representation of both North and South Carolina.
3. Meetings:
 - * The Strategic Plan will be reviewed at least every 5 years and as needed
 - * Meetings will be conducted via email and/or conference call