



Nevada MGMA Education Committee

Charter

Committee Purpose

The primary role of the NV MGMA Education Committee is to develop or coordinate the delivery of, educational materials and events for NV MGMA members and affiliates, including for the Northern and Southern member meetings, the annual state conference, ventures with affiliated organizations, such as the Nevada Health Care Forum, and other ad hoc education opportunities.

Mission

The primary mission of the Committee is to educate the membership on the current and relevant issues facing medical practices. This includes, through coordination with the current NV MGMA President and other committees, to provide educational resources, venues and opportunities by coordinating programs/activities statewide.

Responsibilities and Authority

Operating Responsibilities (at minimum, but not limited to)

Monthly Meetings

1. Secure speakers for member meetings at least two months in advance
2. Present information on the speaker and the topic to the NV MGMA web master for marketing the event
3. Ensure that the person chairing the member meeting has a current podium bio to introduce the speaker
4. Obtain a copy of the presentation for posting on the NV MGMA member area of the web site.
5. Provide logistics to the speakers to ensure a successful presentation
6. Other responsibilities as assigned or approved by the NV MGMA Board of Directors

Annual State Conference

1. Obtain the theme of the meeting and the budget from the current President
2. Secure speakers for the general and breakout sessions, and ensure that summary descriptions and learning objectives are prepared for inclusion in the conference brochure
3. Garner speaking contracts, learning objectives and topic descriptions from all speakers
4. Submit speaker docket to state conference committee
5. Monitor all speaker logistics during the conference for successful presentations
6. Create, distribute and tabulate speaker evaluations to submit to conference committee
7. Ensure that speakers and speaker expenses are paid properly and timely
8. Other responsibilities as assigned or approved by the NV MGMA Board of Directors

Reporting Responsibilities

1. To the NVMGMA Board, and coordinated with the Southern Nevada Steering Committee
 - a. Schedule of member meetings, topics and speakers
2. To the Conference Committee
 - a. All information securing to paying and evaluating the speakers

Governance

The Committee is overseen and has delegated authority as an authorized committee by the Nevada Medical Group Management Association Board of Directors

Composition of NVMGMA Education Committee

1. Committee chair – voted by Committee members; ratified by NVMGMA Board of Directors.
2. New or replacement Committee members will be proposed by a majority of the remaining Committee members and approved by the NVMGMA Board. If there are three or more openings, the NVMGMA Board may appoint members, as required.
3. No fewer than 3, but no more than 5 Committee members, in addition to the Chair and any staff or ex officio members who participate.
 - a. At least one member will be designated liaison from the Southern Nevada Steering Committee.
 - b. Other members may be assigned as liaisons, as needed.

Voting

Each voting member of the committee shall have 1 vote to adjudicate authoritative actions of the committee, or to make formal recommendations for review and ratification by the NV MGMA Board of Directors. In the case of any actions requiring a ratifying vote by the NV MGMA Board, the Committee chair will participate in the next scheduled NV MGMA Board meeting or forward for electronic (email) voting by the NV MGMA Board to approve such recommended actions.

Term Limits

1. Committee chair – 1 year as Chair, with no more than 2 consecutive terms, unless approved for additional terms by the NVMGMA Board.
2. Committee members – 2 year term, with no more than 3 consecutive terms, unless approved for additional terms by the NVMGMA Board.