

Committee	NAMSS Courses Subcommittee
Subcommittee Charge	Oversight of NAMSS’ educational courses.
Subcommittee Goals/Responsibilities	<ol style="list-style-type: none"> 1. Oversee and validate effectiveness of virtual, online, and in-person course content. 2. Review, evaluate, and update courses. 3. Recommend new course content to the Education Committee. 4. Assist Education Committee in discerning webinar topics not covered by, but complimentary to, NAMSS’ educational courses.
Subcommittee Composition	The NAMSS Courses Subcommittee is comprised of comprised of ten (10) members, a Chair and nine (9) additional members appointed by the Chair and President Elect to complete the work of the subcommittee.
Membership Term	All committee members serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1 st – December 31 st .
Expected Commitment	The NAMSS Courses Subcommittee meets monthly via Zoom. Time commitment is 4 – 6 hours per month (approximate).
Selection/ Appointment	The Chair and Vice Chair are appointed by the President-Elect with approval from the Board of Directors. Committee members are selected by the President-Elect with input from the Education Committee Chair and the Courses Subcommittee Chair. Committee member selections are approved by the Board of Directors.
Subcommittee Requirements	<p>Subcommittee Members:</p> <ol style="list-style-type: none"> 1. Express desire to serve with an interest/background in education. 2. Must be able to carry out the work of the committee. 3. Desire to advance the mission of NAMSS. 4. Active in the medical staff services, provider enrollment or managed care profession. 5. Ability to work well with others. 6. Ability to make the necessary time commitment. 7. NAMSS member in good standing. 8. Ability to attend and actively participate in virtual or in person meetings. 9. The Chair may identify specific needs based on committee need (i.e. MCO, CVO, Hospital representatives or members with an interest in Industry Updates, Executive Leadership, etc.). <p>Subcommittee Chair:</p> <p>In addition to the qualifications listed above, the Chair must hold CPCS or CPMSM certification.</p>
Subcommittee Roles and Authorities	<p><u>Makes Decisions</u></p> <ol style="list-style-type: none"> 1. Updates to course content and materials. <p><u>Makes Recommendations (to the Education Committee)</u></p> <ol style="list-style-type: none"> 1. New course offerings.

	<p><u>Provides Input</u></p> <ol style="list-style-type: none"> 1. Education development and content to reflect NAMSS membership diversity. 2. Suggestions for improved delivery of educational content based on learner format. <p><u>Monitors</u></p> <ol style="list-style-type: none"> 1. Sales of courses. 2. Need for additional courses.
Staff Liaison(s)	<p>Allison Isch, NAMSS Sr. Operations Coordinator aisch@namss.org/(202) 367-2310</p> <p>April Cheverette, NAMSS Education and Learning Services Manager acheverette@namss.org/(312) 673-4727</p>

Amended Date	Board Approval Date
12/6/2021	12/6/2021
10/31/2022	12/5/2022
10/11/2023	12/6/2023