

**Colorado Council of Medical Librarians
Education Committee Chair**

Updated March 2015
Reviewed Laura
Cullerton President

Duties/Guidance:

1. Coordinate and facilitate the Education Committee's continuing education (CE) activities, including:
 - a. Arranging CE courses of interest to the CCML membership.
 - b. Arranging programs and mini-workshops on current topics, to inform members.

Traditionally, an education program (speaker) is presented at the September and February CCML meetings. In lieu of an education program at the November meeting, the committee solicits and organizes members to speak about professional development experiences that they have enjoyed during the past year. No education program is presented at the April meeting.

2. Prepare and submit annual objectives and budget.
3. Devise measures for ongoing needs and education interests assessment, as well as program evaluation.
4. Attend CCML Executive Committee meetings and CCML General Membership Meetings and report on Education Committee activities. If unable to attend meetings, designate representative from Education Committee to attend and make reports.
5. Maintain liaison with the MCMLA Education Committee and the MLA Continuing Education Committee.
6. Prepare an annual report which summarizes the committee's work for the year, including budget, business, and the education programs that the committee has facilitated.
7. Update this list of duties each year and submit to president and incoming committee chair in April.