

EDUCATION ADVANCEMENT COMMITTEE

2017 POLICY AND PROCEDURES

MISSION STATEMENT

The Education Advancement Committee (EAC) serves to facilitate the growth of BICSI's education programs through oversight of curriculum strategy and direction. Committee members serve as advocates for BICSI's education programs by suggesting course subject matter based on industry demand and current and emerging markets and technologies, priority setting for course releases, selecting presenters for assigned BICSI conferences, and managing the communication and integration of programs throughout BICSI's membership, committees, and credentialed and non-credentialed stakeholders.

STRUCTURE OF THE EAC

- A. Presentation Subcommittee
- B. Future Education Needs & Trends Subcommittee
- C. Course Enhancement Subcommittee

COMPOSITION OF THE EAC

- A. EAC Committee Chair
- B. EAC Vice-Chair
- C. EAC Board Liaison
- D. Presentation Coordination Subcommittee Chair
- E. Future Education Needs & Trends (FENT) Subcommittee Chair
- F. Course Enhancement Subcommittee Chair
- G. EAC Secretary
- H. Committee Members (Voting)
- I. Associate member (Non-Voting)
- J. Staff Liaison

SELECTION OF THE COMMITTEE

- A. **Educational Advancement Committee Chair:** The EAC Chair is appointed by the President, BICSI. The appointee need not be a member of the committee at the time of appointment. The Chair can be removed for cause, at any time, by the President.
- B. **EAC Vice-Chair:** The EAC Vice-Chair is appointed by the EAC Chair. The appointee need not be a member of the committee at the time of appointment. The Vice-Chair can be removed for cause, at any time, by the EAC Chair.
- C. **EAC Board Liaison:** The EAC Board Liaison is appointed by the President, BICSI. The Board Liaison can be removed for cause, at any time, by the President.
- D. **EAC Subcommittee Chairs:** EAC Subcommittee Chairs are appointed by the EAC Committee Chair. Subcommittee Chairs can be removed for cause, at any time, by the EAC Chair.
- E. **EAC Secretary:** The EAC Secretary is appointed by the EAC Chair. The Secretary can be removed for cause, at any time, by the EAC Chair.

- F. **Committee Members (Voting):** The EAC will be limited to 20 voting members. All EAC members must be BICSI members in good standing and must have previously attended at least one EAC meetings as an EAC Associate Member.

Note: To join as a voting member, a position must be available, and a request must be made to the EAC Chair. To be approved as a voting member an individual must submit a personal commitment letter, a letter of two year participation support from their employer and be approved by the EAC Chair. No more than one (1) representative from a company will be allowed to sit as a voting member to the EAC.

- G. Multiple individuals from the same company can serve as committee members, but only one vote is allowed per company during voting. This rule is liberally applied to individuals from separate divisions within a company and from non-vendor companies, such as government entities and public institutions.

Note: If an EAC member with voting privileges is absent for 3 consecutive EAC meetings (as defined below), this individual will lose their voting membership status and voting privileges. However, if this same member re-establishes his/her attendance and participation within the EAC they can seek an Associate Membership (non-voting) status.

- H. **Associate Member (Non-Voting):** Any BICSI member in good standing may become an EAC Associate Member by attending at least two EAC meetings, one of which must be a meeting held at a national conference. Upon completion of the second consecutive EAC meeting, a BICSI member will become an EAC Associate Member and may request consideration for voting membership status to the EAC Chair.
- I. **Staff Liaison:** The Staff Liaison is appointed by the Executive Director & CEO of BICSI and is not a voting member of the EAC.

EDUCATION ADVANCEMENT COMMITTEE MEETINGS

- A. Education Advancement Committee Meetings will be held at BICSI conferences as well as conference calls that take place as required. Consistent with BICSI by-laws, any BICSI member may attend (face-to-face meetings or conference calls) the meetings at the national conferences. From time to time, at the discretion of the Chair, a meeting's agenda or content will be deemed to be inappropriate for public participation and a meeting (or portion thereof) may be closed to the public and allow for attendance by EAC voting members only.
- B. From time to time at the discretion of the Chair, a special EAC meeting may be called. In this case, the EAC Chair shall provide at least two weeks' notice as to a time and location for the meeting along with an agenda.
- C. An EAC meeting will be deemed to have a quorum with at least 51% of the EAC voting membership in attendance. Reports and issues of concern from the EAC subcommittee chairs, liaisons of other standing BICSI committees, executive staff, and other selected staff representatives will be presented at the EAC meetings (e.g., conferences and conference calls).
- D. Issues from walk-in members may be presented in the EAC meeting under the New Business agenda item, when the meeting is open to guests and the EAC Chair has granted the floor to the walk-in member/presenter.
- E. Third-party guests may be invited to make a special presentation at the discretion of the EAC Chair.

OPERATIONAL DUTIES

A. Chair, EAC

- a. Organizes and directs the BICSI EAC by preparing agendas, leading and facilitating EAC meetings, conference calls and other task related activities.
- b. As required, interfaces with the President of BICSI, and the Board of Directors, to discuss EAC activities, direction, and accomplishments. Accepts Board of Directors action items and focuses the EAC on the resolution of assigned tasks. Informs the Board of Directors and the Executive Director on progress of action items, developing issues, and forwards recommendations on issues outside of the scope and/or mission of the EAC.
- c. Proposes EAC programs and policies while providing direction to aid in the technical stature and growth of BICSI within the industry and for the advancement of EAC goals and functions.
- d. Keeps the EAC focused on issues, tasks, and schedules.
- e. Provides guidance, training, and other resources to EAC members to assist in resolution of their tasks.
- f. Keeps the EAC members informed of changes that can impact EAC operations and is responsible for providing feedback from the President and President-Elect to subcommittee chairs.
- g. Requests resource allocation/acquisition to implement, administer, and maintain programs.
- h. Prepares yearly operating budget for the EAC.
- i. Organizes and monitors EAC activities, creates task-oriented teams, and appoints leads for these teams.
- j. Coordinates with other Committee Chairs and staff to insure that communication is open, common issues are resolved, and EAC assignments are facilitated.
- k. Attends Committee Chair meetings and other committee meetings as necessary.
- l. Appoints liaisons (as needed) into other standing committees to facilitate coordination
- m. Prepares and updates the EACs Organizational Chart, Mission Statement, and Policies and Procedures.
- n. Negotiates for special presentations and/or training to clarify an issue or process.
- o. Responsible for the review of all subcommittee recommendations and the presentation of those recommendations to the EAC for approval.
- p. Responsible for submitting conference presentation program schedule to the President and President-Elect for approval.

B. Vice-Chair, EAC

- a. Conducts meetings of the EAC in the absence of the Chair.
- b. In association with the Chair, is responsible for maintaining an up-to-date document log delineating organization and procedural policies for the operation of the EAC.
- c. When requested by the Chair, provides assistance in all Chair-related duties.
- d. Serves as the Chair representative to other committees or industry bodies as needed.

C. Board Liaison

- a. Serves to relay pertinent information between the BICSI Board of Directors and the Education Advancement Committee.
- b. As required, interfaces on behalf of the EAC with the President of BICSI, and the Board of Directors, to discuss EAC activities, direction, and accomplishments.
- c. Makes recommendations to the Board of Directors that involve EAC chartered responsibility.

D. Secretary, EAC

- a. Responsible for compiling accurate meeting reports for each meeting of the EAC, detailing the members attending, the subjects discussed and the disposition of matters presented at the meeting.
- b. Submits a draft of the meeting reports to the EAC Chair and EAC Vice-Chair for review and approval.
- c. Works with BICSI Staff Liaison to see those EAC meeting reports are uploaded to the EAC private forum.
- d. Circulates the meeting reports of the EAC meetings in a timely manner to all EAC members, and to the BICSI staff liaison.
- e. Provides e-mail reminder memos to EAC members concerning upcoming EAC meetings and / or non-conference activities.
- f. Coordinates with EAC Chair or EAC Vice-Chair in the development of memos and / or other documents directed to or in response to EAC membership and / or other BICSI organizations.

E. EAC Members (Voting/Non-Voting)

- a. All voting members of the EAC will be afforded voting privileges on issues raised by the EAC, but only one vote is allowed per represented company as stated in Section G of the Selection of the Committee.
- b. Serve as a member of an EAC subcommittee or other BICSI committee.
- c. Attend a minimum of one conference a year. EAC members, who meet the EAC attendance policy, participate in the required non-conference EAC activities and are therefore considered members with full voting status, are eligible for the BICSI volunteer acknowledgement benefits.
- d. Members must not absent themselves for three (3) consecutive EAC meetings in order to retain full membership on the EAC except with excuse from the Chair. An EAC meeting is defined as:
 - i. a meeting held at one of the two national conference locations
 - ii. a telephone / Internet based conference meeting held outside of a BICSI national conference meeting
 - iii. timely responses to requests concerning issues presented in an electronically supplied memo (e-mail) concerning matters pertaining to EAC activities; examples of such activities are (but not limited to):
 1. the process set up to facilitate the selection of the BICSI conference presenters – a review and scoring of all presentations is required by the EAC member
 2. participation in and / or responses to activities, events, and / or memos presented to the EAC membership by the BICSI board or other BICSI organizations of the EAC
 3. participation and / or responses to memos presented to the EAC membership concerning issues raised by the EAC Board Liaison, EAC Chair and / or EAC Vice-Chair

Note: The Chair or Vice-Chair cannot be an active member of BICSI's Board of Directors. The removal of an existing EAC member can be mandated, at any time, with a majority vote of the EAC or on the Chair's authority.

F. Staff Liaison

- a. Interface with BICSI IT staff in any activities concerning Forum access, software development, etc.
- b. Works with EAC Chair to organize and direct by assisting in the preparation of agendas associated with EAC meetings, conference calls and other task related activities.

- c. Coordinates the set-up of the meeting room for the EAC at each BICSI conference and / or teleconference event including:
 - i. Refreshments / Meals (BICSI conference only)
 - ii. Audio / Video equipment
 - iii. Voice / LAN connectivity for conferences
 - iv. Acts as back-up to the EAC Secretary should this individual not be able to attend a BICSI conference based or teleconference based meeting.
 - v. Administrative (rosters, NDA, anti-harassment, updating CV)
 - vi. Works with Chair to identify issues/input that affect volunteers (strategic in nature)

EAC SUBCOMMITTEE MISSIONS

- A. **Mission of the EAC Presentation Subcommittee:** Review of attendee surveys and selection of presenters, presentations and alternates at the U.S. and Canadian national BICSI conferences. Review of attendee surveys and selection of presenters and alternates at other BICSI conferences upon request, and as approved by the EAC Chair. This review takes place within the time frame requested by BICSI staff in order to allow time for the resulting coordination efforts with all parties involved and to publicize this information accordingly. All subcommittee recommendations and proposals will be presented to the EAC Chair for appropriate resolution and action.
- B. **Mission of the EAC Future Education Needs & Trends Subcommittee:** Dedicated to look up to 7 years into the future to identify new and emerging ITS technology areas with opportunity for educational development to enhance the value of BICSI membership. The FENT subcommittee will also consider emerging education methods and concepts with the opportunity to improve the educational delivery of BICSI course content. All subcommittee recommendations and proposals will be presented to the EAC Chair for appropriate resolution and action.
- C. **Mission of the Ad Hoc Course Enhancement Subcommittee:** This ad hoc committee is called to action as needed to coordinate with BICSI staff and other BICSI committees to identify and prioritize course topics based on resources and the Board Strategic Plan so that staff can develop curriculum needed to better support the credentials and educational needs of the general membership. The Subcommittee shall also support staff in reviewing, creating and updating course material through subject matter expertise as needed. All subcommittee recommendations and proposals will be presented to the parent EAC for appropriate resolution and action.

EAC ACTIVITIES

- A. Respond to membership inquiries and concerns regarding the EAC organization.
- B. Participation in and / or respond to activities, events, and / or memos presented to the EAC membership by the BICSI board or other BICSI organizations of the EAC.
- C. Provide information to the membership on new or revised programs, policies, and critical issues under the EAC umbrella of responsibility.
- D. Provide current or revised information related to EAC activities to the Marketing Department for inclusion on the BICSI Web site
- E. Review the courses being developed for BICSICONNECT to help in the development and review process in a timely manner.
- F. Participate in the review and scoring of potential presenters at the two nationally based BICSI conferences.

POLICIES

A. Members of the EAC are governed by a number of policies. Each member must abide by and support the following policies. Complete copies of each policy are contained in Appendices attached to this document. When a policy is updated, the Secretary will distribute an updated version of this document including the updated policy. The following policies must be adhered to by all EAC members:

- 1) Code of Conduct and Non-Disclosure (Appendix A)
- 2) Conflict of Interest (Appendix B)
- 3) Antitrust Policy (Appendix C)
- 4) Anti-discrimination and Anti-Harassment (Appendix D)
- 5) Volunteer Acknowledgement Policy (Appendix E)
- 6) BICSI Code of Ethics (Appendix F)
- 7) BICSI Credential Holders Standard of Conduct (Appendix G)