

TERMS OF REFERENCE: EDUCATION COMMITTEE

PURPOSE: Development of an educational plan inclusive of issues relevant to physicians, psychologists, sexual health providers/therapists, nurse practitioners, and other allied health professionals.

OVERALL RESPONSIBILITIES: Educational content of the Fall Course, Sexual Pain Course, the Annual Meeting Pre-Course, Instructional Courses and Lunch & Learns. The committee is also responsible for organizing regularly scheduled webinars, and for the annual review and update of the ISSWSH Slide Deck.

COMPOSITION:

CHAIR: The Chair is elected by the membership to serve as a voting member of the Board of Directors.

Prerequisite to becoming Chair is serving as Co-Chair for 1 year. The Chair serves a two-year term unless they have been appointed by the Board of Directors to serve out a vacancy. After their two-year term, they will serve a one-year

CO-CHAIR: The Co-Chair is selected by the Board to serve as an apprentice role to the Chair. The Co-Chair serves a one-year term and then will have the opportunity to be elected into the Chair position by the membership.

MEMBERSHIP:

- Members may be identified by the Chair or any Member in good standing may complete the Committee Interest form to be considered for membership of the committee. At the Chair's discretion a proposed committee will be presented to the President for approval. Official invitations will be sent on behalf of the President inviting individuals to serve. Upon acceptance, membership status must be verified, and the person notified that they now serve as a member of the committee.
- To fulfill the purpose of the committee and adequately manage the various responsibilities of this committee, the ideal number of members is 10.
- The work of this committee may be best served by assigning individuals with certain titles/roles in which they directly support. Those positions and specific responsibilities are:
 - Fall Course Sub-Committee Chair
 - Pain Course Sub-Committee Chair
 - Pre-Course/Annual Meeting Sub-Committee Chair
 - Slide Deck Sub-Committee Chair
 - Webinars Sub-Committee Chair
- Committee Members will serve a term of (1 year) or until the term of the Chair ends. A Member may serve consecutive terms but needs to be reappointed by the President on an annual basis.

LIAISONS

- Executive Committee: Jessica Yih
- Staff: Jessi Friendshuh

COMMITTEE MEETINGS:

- Ideally committees will meet quarterly.
- Minutes/Reports: Minutes serve as a record of meetings that take place by the committee. At the request of the Chair and with permission of the participating members, the meeting may be recorded. The committee must submit at least one written report a year, which is typically presented at the Annual Meeting of the Board of Directors. Additional written or verbal reports may be presented by the Chair or at the request of the Executive Committee or Board of Directors.

COMMITTEE SPECIFIC ACTIVITIES/PROCESSES:

- Develop educational content for the ISSWSH Fall Course, Advanced GenitoPelvic Pain Course, NPWH/ISSWSH course, and Advanced Hormone Course.

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- Develop educational content for the Pre-Course, Instructional Courses, and Lunch & Learns at the ISSWSH Annual Meeting.
- Collaborate with other committees to develop educational materials for ISSWSH members and others.
- Yearly review and revision of the ISSWSH Slide Deck.
- Organize and moderate ISSWSH webinars.