



COMMITTEE: EDUCATION ADVISORY COMMITTEE (CEO Committee)
TERM OF APPOINTMENT: Two-Year Term
ACCOUNTABILITY: CACM President & CEO, CACM Staff Liaison
ESTABLISHED: OCTOBER 1, 2017

CHARTER: Support CACM in the development of, and provide legal input and updates for, CACM educational courses via scientifically proven instructional design and psychometric standards, to elevate the professionalism and competence of California community managers.

DUTIES & RESPONSIBILITIES

1. Provide guidance on the course offerings of CACM including the review and evaluation of courses, and the continual improvement of the overall education program.
2. Identify gaps in CACM's curricula library and materials, and develop feasible strategies to overcome these gaps.
3. Assist in evaluation and diagnosis of curriculum effectiveness: develop new courses, revise materials, and/or create performance support tools.
4. Be familiar with the CACM Code of Ethics and Standards of Practice and provide guidance and recommendations regarding its impact on curricula.
5. Review and make recommendations about curricula materials to the CACM Staff Liaison throughout the year.
6. Review and make recommendations about curricula materials for legal accuracy and relevancy. This may occur by specific assignment or by an event (e.g., changes in law).
7. Recusal from any task in which a committee member is unfamiliar with the subject matter or has a conflict of interest. Limit two per committee member.
8. Other such duties as may be assigned by the CACM Staff Liaison.
9. When there is disagreement, final decisions regarding curricula content and development is to be decided by the CACM Staff Liaison.
10. Maintain the highest level of confidentiality in order to protect the integrity and accuracy of CACM's curricula.

STRUCTURE

1. One CACM Board of Directors Member
2. One Legal Advisor – serving in an editorial role
3. Three to five CACM-certified Manager Members with varying experience – at least one must be in a supervisory role over other manager members.
4. All committee members must be in good standing.
5. All committee members are appointed for two-year terms. Terms are renewable.



TIME COMMITMENT

1. Attend initial kickoff meeting to discuss purpose, methodology, recommendations (via teleconference). 60 minutes
2. Participate/attend Committee meetings (typically the first Thursday of each month via teleconference). 30 minutes each
3. Ad hoc meetings when necessary
4. Attend any additional volunteer meetings/activities necessary to complete the task(s) (i.e., course development and/or revision, testing, policy development, etc.)

CACM STAFF LIAISON: CACM eLearning Manager