



**AIRA**

AMERICAN IMMUNIZATION  
REGISTRY ASSOCIATION

# Education Steering Committee Charter

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Updated February 2018

# CHARTER

## Purpose

The purpose of the **EDUCATION STEERING COMMITTEE** is to promote standards and best practices through informational and educational activities, using both face-to-face meeting opportunities as well as through use of electronic communications methods.

## Scope of Work

The scope of work for the Education Steering Committee is to:

- Determine current training needs of the immunization information system (IIS) community with input from the community itself and update the AIRA education plan accordingly
- Determine and consider current training needs of AIRA partners, immunization providers, and other stakeholders and update the AIRA education plan as needed
- Develop and distribute the AIRA newsletter, *SnapShots*
- Facilitate webinars for AIRA members
- Utilize the AIRA website for posting resources, webinars, *SnapShots* and other educational materials
- Assist in the development of regional and/or national IIS meetings
- Serve as a curriculum development resource for IIS educational activities with a focus on timely and relevant topics that will support IIS and their implementation and ongoing operations

## Membership

The membership of the Committee is voluntary. Members should be prepared to attend all meetings to benefit the group as much as possible.

The Committee will be composed of:

- At least one voting member of the AIRA Board
- At least one staff person from the CDC's NCIRD IIS Branch
- Volunteers from IIS programs, immunization programs and other members of the IIS community
- Two co-chairs that will coordinate and plan the meetings. See the "Oversight" section for specific provisions.

Members will serve indefinitely and may remove themselves from the Committee at any time. The AIRA President and Executive Director reserve the right to remove individuals if they feel it is in the best interest of the workgroup.

## Oversight

This Committee operates under the provisions of the AIRA Bylaws for “Other (non-standing) Committees”:

Article VII, Section II. Other Committees:

*The Executive Committee, with the approval of the Board of Directors, shall establish other committees, and workgroups as appropriate to carry out the mission and goals of the Association and as defined in the operational and strategic plan. Each committee shall have a Board member serving as a Board representative. Committee recommendations that are material to the Association shall be presented to the Board of Directors for approval. For each committee or subcommittee/workgroup to be established, the Executive Committee shall submit a written description of the committee or subcommittee/workgroup to the Board for approval including its charge, scope of responsibilities, number of members, and expected duration of operation. Chairs of these committees shall be appointed by the President.*

## Method of Business

The Committee will meet monthly, with additional meetings held as workload or needs require.

Any Committee member or AIRA Member may request an issue be placed on the agenda, although the co-chairs will be responsible for determining that the request is within the scope of duties that have been assigned. The co-chairs establish the agenda for a Committee meeting.

The activities from the cooperative agreement will be identified, with a work plan in place for each year.

The Committee works closely with the AIRA President and the Executive Committee. The AIRA Executive Director and staff will provide administrative assistance and a meeting scribe. Meeting minutes will be reviewed by the co-chairs and distributed to the Committee. Meeting summaries will be shared with the AIRA Board.

When an issue is identified which needs specialized knowledge and focused efforts, a subcommittee/workgroup will be created, along with a chair or project lead recommended by the Education Steering Committee and approved by the AIRA Board President. A scope statement will outline the project mission, activities and deadlines. When the project is completed, the subcommittee/workgroup will disband.

## Decision Making

Decisions will be made on clearly stated motions presented by a member. Every effort to attain consensus among Committee members will be made when decisions need to be

made. However, if the Committee cannot reach consensus on an item, then a simple majority vote can be held to resolve the issue.

## Amendments of Chapter

Amendments to this charter are made by a majority affirmative vote of Committee Members and approval by the AIRA Executive Committee and AIRA Board of Directors.