

NSCA Education Committee Guidelines

Adopted: July, 2017

Current Revision: October, 2018

This document establishes the NSCA Education Committee as a standing committee for the purpose of supporting the development/maintenance of exam preparation products, supporting the development/maintenance of educational products, including the Education Recognition Program (ERP) and disseminating research-based information to NSCA members and the general public in accordance with the NSCA mission.

General Guidelines

In addition to the specific requirements for the establishment of the Committee as set forth in this document, the Committee shall function, and its members act, in accordance with the **Guidelines for NSCA Committees** and the **NSCA Volunteer Handbook**.

Responsibilities

The Committee shall perform the following:

1. Support the development and review of educational policies for exam preparation, course development, academic recognition, Education Recognition Program, and content distribution.
2. Oversee the development of certificate programs and curricula as needed, in collaboration with NSCA staff, Subject Matter Experts (SMEs), and contracted third-parties, as appropriate; and,
3. Establish and govern sub-committees as needed in the fulfillment of these responsibilities.

Composition

The Committee shall be composed of the following members:

- Voting privileges:
 - Chair
 - Vice Chair
 - Secretary
 - 2 At-Large Committee Positions
- Non-voting appointments:
 - Board designee
 - NSCA National Office liaison

The Board shall have final approval of Committee members.

Qualifications

Minimum qualifications and desired qualities for Committee members are described as follows:

Required

- Current NSCA member in good standing
- Current NSCA certification
- Established research and/or education background:
 - Experience as a teaching faculty member at a college or university OR
 - Publications, funded grants, OR
 - Presentations at NSCA annual meetings

Selection Procedures

1. By July 31 of each year, each Committee Chair will communicate committee openings.
2. Committee openings will be posted no later than October 1 of each year on NSCA.com, along with related job descriptions and selection criteria determined by each committee.
3. Applications will be received through December 15 of each year. December 15 will mark the close of the application window.
4. Applications will be delivered no later than December 31 of each year to the Committee Chair, Board Liaison and Staff Liaison for review.
5. Committees have until February 15 of each year to determine their committee selections.
6. A Board motion will be drafted and sent to the Committee Board Liaison along with supporting documentation for Board Liaison approval and submission. Motions are due by March 15 for the April Board Meeting.
7. The selection of the new committee member(s) is communicated to the Staff Liaison no later than April 30.
8. The first date of service for the newly selected committee member(s) is the first day of NSCA's national conference each year in July.

Participation

Education Committee members are appointed to three-year terms by the Board, and may serve a maximum of two (2) terms (not counting a partial term due to filling a vacancy created by a termination or resignation). Candidates for appointment to the Committee will be solicited from the NSCA membership through an established application process. The Committee will review the applications and recommend candidates to the Board for appointment. Committee members appointed to fill a vacancy (through a resignation or termination) will only be appointed to complete the vacant term and are not subject to Board approval.

If a Committee spot is vacated mid-term, the following procedures must take place to complete a resignation:

1. The committee member must inform the Committee Chair, Board Liaison and Staff Liaison (SIG Executive Council Chair and NSCA staff liaison in the case of a SIG Executive Council) in writing of their decision to resign their position. If the resigning committee member is the Committee Chair or the SIG Executive Council Chair, the Chair must inform the Board Liaison and/or Staff Liaison of their decision.

2. The Committee/SIG Executive Council Chair will hold a special meeting/call with the remaining committee/Executive Council members to select a replacement member to finish the resigning member's remaining term. The selection of the replacement member must come from applicants from the previous application period, and the selection must take place within thirty (30) days of receipt of resignation notification. In the case of SIG Executive Council members, the decision process is complete.

3. For committees, the replacement committee member's name along with the name of the resigned committee member will be sent from the Committee Chair to the Board Liaison, Staff Liaison and Volunteer Coordinator. The Volunteer Coordinator will update NSCA's records accordingly. Committee members should prepare for, attend, and be an active participant in all meetings. Committee Members should expect to dedicate approximately 40 hours per year to Committee work. The Committee Chair should expect to dedicate approximately 80 hours per year to Committee work. Committee members serve as un-paid volunteers.

Executive Committee

A Committee Chair, Vice Chair, and Secretary shall be appointed annually from among Committee members by majority vote of the Committee, subject to approval by the NSCA Board of Directors. Only Committee members who meet the minimum qualification described herein are eligible to hold Committee leadership positions.

- Committee Chair shall:
 - preside at Committee meetings;
 - formalize the meeting agenda with regard to Staff, Committee, and Board input; and,
 - submit Board reports.
- Vice Chair shall:
 - preside in the absence of the Committee Chair; and,
 - fulfill other duties as assigned by Committee Chair
- Secretary shall:
 - ensure accurate meeting minutes;
 - maintain roster of Committee members; and,
 - fulfill other duties as assigned by Committee Chair

If the Chair vacates the position of Chair for any reason, the Vice-Chair shall immediately assume the role of Chair for the remainder of that term. A new Vice-Chair shall be elected in the next annual election to complete the term.

Meetings

The Committee shall meet, at minimum, once annually in-person to conduct business. Other meetings, including conference calls and web conferences, will be conducted on an as-needed basis at the request of the Committee Chair and/or the NSCA Publications and Education Director. The annual meeting and other meetings shall be at a time and location agreed upon by the Committee and NSCA staff. Appropriate notice of at least seven days will be given prior to any Committee meeting. A majority of the Committee shall constitute a quorum. The Committee shall keep minutes from all meetings. Minutes shall be provided to the Board at its annual meeting.