

# Education Committee Mission Statement

## Overall Education Committee Goals

The **NGMA Education Committee** (EC) is a membership committee that focuses on providing high-quality professional development and education programs related to the administration and implementation of grants management requirements.

## Roles and Responsibilities

The EC is overseen by the Board of Directors through the Program Committee. The Program Committee will set timelines, priorities, and goals with the Executive Director (ED). The ED will provide quarterly reports to the Program Committee regarding issues, concerns, and progress made by the EC.

Leadership of the EC is provided by the Executive Director (ED) and the Senior Manager, Education. The ED will work closely with the EC Chair and Vice-Chair to ensure tasks and activities are progressing according to expectations and timelines, as determined and outlined by the ED.

The EC Chair and Vice-Chair will lead the committee members to complete the EC's tasks and activities. This includes, but is not limited to, organizing and facilitating quarterly meetings, ensuring minutes are taken at each meeting, delegating tasks, ensuring progress is being made, and reporting progress, issues, and concerns to the ED. Meeting minutes should be sent on a timely basis to the ED.

## Committee Members

EC Members must be NGMA members in good standing. NGMA acknowledges participation on the EC is voluntary. With that said, NGMA hopes that each volunteer will actively contribute to meeting the goals, tasks, and activities of the committee and must adhere to the terms and conditions of NGMA's confidentiality agreement. Collaborative, cooperative, and respectful participation is expected. Active participation is required to continue to participate on the EC, as determined by the EC Chair and/or Vice-Chair.

The EC Chair and Vice-Chair will serve no more than two years in a leadership position. However, members may serve on the EC as long as interested, assuming they are active NGMA members.

## Education Committee Tasks

- Assist in establishing educational offerings for NGMA and its members that promote and enhance learning and best practices in grants management.
- Use survey results to provide balanced educational opportunities across industries, roles, and professional experience.
- Assist in planning NGMA's Annual Grants Training (AGT) program as follows:
  - Review and recommend top proposals;
  - Review and provide feedback regarding presentations per NASBA requirements;
  - Provide feedback regarding the AGT schedule and programming; and
  - Assist in check-in, moderating presentations, and other logistical needs, as requested.
- Assist in reviewing NGMA's Webinar Series and local Chapter presentations as follows:
  - Review and recommend presenters, as requested; and
  - Review presentations and provide feedback per NASBA requirements.

To express interest in joining **NGMA's Membership Committee**, please email [kelli@ngma.org](mailto:kelli@ngma.org).