

Education & Professional Development Committee

Member Expectations

Thank you for serving as an ASPEN committee member. We sincerely appreciate the time, energy, and expertise you contribute as a volunteer in support of ASPEN's mission. Committee service is a voluntary opportunity available to ASPEN members, and we value the dedication our members bring to this work.

To support effective and respectful committee operations, we've outlined participation expectations below. These standards help us work collaboratively, remain accountable, and make meaningful progress. Due to high interest in and limited availability of committee seats, ongoing lack of engagement may result in removal from the committee.

Committee Charge

The Education and Professional Development Committee (EPD) is charged with overseeing the suite of ASPEN's educational initiatives. Members of this committee have an interest in educating other healthcare professionals in nutrition therapy through the creation of new and innovative professional development resources. Ideal individuals for this committee have experience in education programming through volunteer or job-related experiences.

Committee Expectations

1. **Be Present and Engaged:** Attend committee meetings and stay actively involved. If you cannot attend, notify the chair, ASPEN staff liaison, or designated contact in advance.
2. **Follow Through on Commitments:** Take ownership of assigned tasks, meet deadlines, and complete work between meetings. Come prepared to provide updates and contribute to progress.
3. **Communicate Consistently:** Respond promptly to emails and messages. Keep the chair and fellow members informed and ask questions when clarification is needed.
4. **Maintain ASPEN Membership:** Maintain active ASPEN membership throughout your term of service.
5. **Support the Mission:** Advocate for the organization's goals and decisions, even when personal opinions differ. Represent the committee in a positive and unified way.
6. **Maintain Professionalism:** Uphold ASPEN's volunteer code of conduct in all interactions and settings.
7. **Foster Respectful Dialogue:** Listen actively, engage respectfully, and value diverse perspectives. Constructive disagreement is welcome; disrespect is not.

8. **Collaborate Effectively:** Work as part of a team on the committee. Support and encourage others, and contribute to a positive, productive environment.
9. **Stay Flexible:** Be open to change, willing to adapt, and ready to adjust as the committee's priorities evolve.

Specific Committee Activities

- *Accrediting Education Programs.* EPD committee members review and make decisions on the accreditation of ASPEN's education programs including but not limited to the following programs
 - Joint Providership of Chapter Continuing Education (CE) Events
 - Malnutrition Awareness Week Programming
 - Self-Assessment Module Updates
 - Section Forum Education Programs
 - ASPEN Nutrition Science & Practice Conference
- *Annual Clinical Nutrition Webinar Series.* EPD committee members are responsible for planning ASPEN's annual webinar series program. This involves evaluating needs assessment and practice gap data to identify webinar topics. Committee members, either individually or in groups are responsible for identifying and inviting faculty and finalizing the webinar details in a timely manner.
- *Journal CE Program.* Review all articles and supporting information from the authors to determine appropriateness of affiliating CE credit with the article. Committee members can expect to review approximately five (5) articles over the course of the year, and articles may be from *NCP* or *JPEN*.
- *Nutrition Support Fundamentals Course.* Evaluate and suggest modifications to content and faculty for the Nutrition Support Fundamentals Course.
- Development of future learning opportunities based on assessing needs and identifying gaps of ASPEN's target audience.

Total Anticipated Time Commitment

The committee meets remotely/virtually throughout the year in addition to conducting business electronically. The committee typically holds approximately six one-hour meetings per year. Committee members can expect to be asked to review and respond to requests electronically throughout the year. Committee members responsible for planning annual webinars are required to fully plan the webinars and submit all details in a timely manner.

Committee and Leadership Structure

In compliance with accreditation standards, industry representatives and employees cannot be appointed to this committee. There is a committee chair who serves for 2 years. A vice chair opportunity is available for 1 year, prior to becoming the committee chair.