



AET Committee & Board Charters

(Revised 07.6.2023)

AET Committee & Board

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COMMITTEE CHARTER OUTLINE

Purpose:

Describe the committee's mission and overall role as it fits into the overarching goals of the organization.

Composition:

Note any specific expertise required of committee members, set the minimum number of members, and establish term limits, if applicable.

Responsibilities/Authority:

Details the specific tasks of the committee.

Meetings:

The whole committee meets a minimum of once a year to ensure coordination between the subcommittees and an overall understanding of the work of the committee. (Please report on frequency of subcommittee meetings.)

Reporting:

Subcommittee chairs report to the Committee Chair. The Committee Chair reports to the president and the full board. (Please note if procedure differs from this statement.)

Evaluation:

The committee's annual strategic plan update evaluates the performance of the committee. Final reporting occurs at the June board meeting.

DEVELOPMENT COMMITTEE CHARTER (06.10.2023)

Purpose:

The Development Committee is responsible for the design, implementation, and oversight of the Association's fundraising opportunities and campaigns. It works to increase potential donor visibility and support the organization's impact by seeking external partnerships and grants.

Composition:

The Development Committee is composed of the Chair and committee members.

Responsibilities/Authority:

The Development Committee:

- designs, implements, monitors, and evaluates fundraising campaigns.
- requests major donations and grants.
- tracks donations.
- recognizes donors.
- develops and maintains partnerships with external organizations.
- monitors and reports grant compliance.

Meetings:

The Development Committee meets at least four times a year.

Reporting:

The Development Committee Chair reports to the President and the Board of Directors.

Evaluation:

The Development Committee Strategic Plan, updated yearly, evaluates the performance of the Committee.

EXECUTIVE COMMITTEE CHARTER (05.14.2018)

Purpose:

The Executive Committee exercises the authority of the Board of Directors between Board meetings, subject to ratification by the Board. The Executive Committee does not have the power to amend the Articles of Incorporation or the Bylaws.

Composition:

The Executive Committee is chaired by the President and includes the officers of the Association and other Board members as appointed by the President.

Responsibilities:

The Executive Committee:

- plans and monitors meetings of the Board of Directors.
- identifies issues, develops resolutions, and proposes policies and procedures to improve the function of Board committees.
- evaluates fulfillment of management company responsibilities.
- ensures that Board policies are implemented faithfully.
- establishes and assesses performance goals for management company.
- Seeks counsel from other Board members and committee chairs as needed.
- oversees strategic planning.
- acts between Board meetings, if needed.

Meetings:

The Executive Committee meets as needed, with a minimum of four meetings per calendar year. The President decides the meeting calendar with input from other Executive Committee members.

Quorum and Reporting:

Quorum to vote on proposed actions is established with the participation of all five members of the Executive Committee. The Executive Committee reports to the Board at each Board meeting.

Evaluation/Assessment:

The Executive Committee's Strategic Plan, updated yearly, evaluates the performance of the Committee.

FINANCE COMMITTEE CHARTER (05.14.2018)

Purpose:

The Finance Committee is responsible for oversight of the Association's financial affairs and fiscal policy.

Composition:

The Finance Committee is composed of the Treasurer as Chair, at least two other Directors, and other members as appointed by the Chair.

Responsibilities/Authority:

The Finance Committee:

- prepares AET's annual budget for approval by the Board of Directors.
- presents quarterly financial reports to the Board.
- monitors the financial condition of the Association.
- takes requests for unbudgeted items to the Executive Committee.
- monitors timely submission of tax returns.
- monitors regular payments and timely renewal of insurance, licenses, service marks and all other contracts.
- approves payables.
- assists Philanthropy and Engagement Committee chair to monitor and report grant compliance.
- proposes long-range financial plans for AET.

Meetings:

The Finance Committee meets a minimum of quarterly.

Reporting:

The Finance Committee Chair reports to the President and the Board.

Evaluation:

The Finance Committee's strategic plan, updated yearly, evaluates the performance of the Committee.

GOVERNANCE COMMITTEE CHARTER (05.21.2018)

Purpose:

The Governance Committee identifies individuals qualified to become members of the Board of Directors, proposes candidates to be nominated for Board positions, develops, and recommends governance guidelines to the Board, ensures compliance with the Bylaws, and performs other duties as defined by the Board.

Committee Composition:

Committee members are appointed by the President and include the Immediate Past President and a minimum of four additional BCET or ET/Professional members in good standing.

Responsibilities:

The Governance Committee:

- assesses the composition of the Board to ensure effective governance of AET.
- recruits and orients new Board members.
- serves as a nominating committee.
- presents slate of Officers and Directors to the Board for approval.
- reviews policies of the Association and recommends revisions or new policies as needed.
- reviews committee charters and recommends revisions as needed.
- reviews the Bylaws and periodically recommends revisions as needed.
- reviews Board practice and procedures.
- recognizes volunteers.

Meetings:

The Governance Committee meets a minimum of four times a year.

Reporting:

The Governance Committee reports to the President and the Board of Directors.

Evaluation:

The Governance Strategic Plan, updated yearly, evaluates the performance of the Governance Committee.

MARKETING AND OUTREACH COMMITTEE CHARTER (10.15.2021)

Purpose:

The Marketing and Outreach Committee promotes the field of educational therapy, the Association of Educational Therapists (AET), and its programs to the membership, potential members, and the public.

Composition:

The Marketing and Outreach Committee consists of the Chair, and the Publications, Social Media, and Website subcommittees.

Responsibilities/Authority:

The Marketing and Outreach Committee:

- acts as the hub of coordination for messaging, content creation, communication, and promotion systems within AET to provide consistent messaging for the organization that both retains current members and attracts potential members.
- promotes the high standards of training and expertise of the members of the Association of Educational Therapists.
- provides online communication, educational tools and resources via the website and social media that promote relevant conferences, webinars, workshops, articles, videos, etc.
- collaborates with other AET committees to promote the value of the Association of Educational Therapists as a professional membership organization, as well as to retain current membership and to attract new members.

Meetings:

The full committee meets a minimum of once a year in person or online.

Reporting:

Subcommittee chairs report to the Committee Chair. The Committee Chair reports to the President and the full Board.

Evaluation:

The Marketing and Outreach Committee's strategic plan, updated yearly, evaluates the performance of the committee. Progress reports are updated prior to board meetings.

MEMBER AND PUBLIC INFORMATION COMMITTEE CHARTER (08.31.2021)

Purpose:

The purpose of the Member and Public Information Committee is to:

- define public policy issues relevant to the Association and to educational therapy and develop strategies to inform the public of AET and educational therapy.
- articulate, advocate, and publish information regarding the public significance of educational therapy and its contributions to educating students with learning differences or disabilities.
- coordinate with related professional organizations on matters relevant to AET and to educational therapy.
- promote social justice within AET and the profession of educational therapy.

Composition:

The Member and Public Information Committee is composed of the following subcommittees: Public Policy, National Joint Committee on Learning Disabilities (NJCLD), The Educational Therapist journal, eNews, and Social Justice.

Responsibilities:

The Membership and Public Information Committee:

- advocates AET public policy positions as approved by the Board of Directors.
- proposes public policy issues and positions for approval by the Board.
- represents AET on the National Joint Committee on Learning Disabilities and other policy-making organizations.
- develops, fosters, and maintains liaison with allied professional organizations.
- publishes *The Educational Therapist* journal and eNews.
- Provides information about resources and opportunities related to social justice as it applies to educational therapy.

Meetings:

The full committee meets a minimum of once a year to ensure coordination between the subcommittees and an overall understanding of the work of the committee. Subcommittee meetings are held as needed.

Reporting:

Subcommittee chairs report to the Committee Chair. The Committee Chair reports to the President and the Board.

Evaluation:

The Member and Public Information Committee's strategic plan, updated yearly, evaluates the performance of the committee.

MEMBERSHIP COMMITTEE CHARTER (09.27.2019)

Purpose:

The Membership Committee is responsible for recruitment and retention of members.

Composition:

The Membership Committee is composed of the Membership Director, Application Readers, Supervision Subcommittee, Continuing Education Chair, and the Flex Committee.

Responsibilities:

The Membership Committee:

- works with the Marketing and Outreach Committee to develop membership recruitment strategies.
- proposes membership categories and criteria for approval by the Board.
- evaluates the eligibility of new applicants for Associate Educational Therapist membership.
- guides Associate ET members through the process of upgrading to ET/Professional status.
- monitors Allied Professional and Student membership applications.
- coordinates with the management office in assisting applicants and members with membership questions.
- collaborates with the Higher Education Committee in investigating and approving existing University programs that meet AET's academic requirements for Associate ET membership.
- proposes measures to prevent membership decline and stimulate membership renewals.
- addresses other member-related issues that cross barriers and require universal AET attention.
- monitors submission of continuing education logs and conducts annual audits of randomly chosen members.
- Periodically reviews continuing education requirements and evaluates the appropriateness of non-AET events.

Meetings:

The Membership Committee meets annually either in person or online. Subcommittee members communicate regularly in the performance of their duties and with the Membership Director. Special meetings of the entire Membership Committee are scheduled as the need arises.

Reporting:

The Membership Committee proposes policies to the Board of Directors and reports to the Board at each quarterly meeting.

Evaluation:

The Membership Committee's Strategic Plan, updated yearly, evaluates the performance of the Committee goals.

NATIONAL CONFERENCE COMMITTEE CHARTER (REVISED 03.08.2022)

Purpose:

The National Conference Committee provides professional development (PD) to AET members and nonmembers in the professional community through an annual conference.

Composition:

The National Conference Committee is headed by the chair and includes the next year's chair and the following subcommittees: proposals, technology, content editor, networking, and allied professional CE credits.

Responsibilities:

- oversees the planning and organization of the national conference with the assistance and support of the office.
- selects conference theme and featured speakers with national recognition and appeal.
- designs a well-balanced offering of break-out sessions that provide multi-tiered content that includes research, theory, and practice.
- provides digital access to conference content and materials.
- edits content for the website and the program book.
- schedules opportunities for members and participants to network.
- approves continuing education credit for allied professions and coordinates registration and reporting of attendance to allied member associations.

Meetings:

The National Conference Committee meets every other week and then weekly leading up to the national conference. Subcommittees meet to report back to the committee as a whole.

Reporting:

The National Conference Committee reports to the Board in writing at its meetings. The Committee furnishes a tentative budget to the Finance Committee prior to the adoption of the Association budget. The chair reports to the Executive Committee when issues/concerns fall outside the scope of routine and expected business or when the President's approval is required to bind the Association to a legal contract.

Evaluation/Assessment:

The financial performance of the National Conference program is assessed at the conclusion of the conference. Evaluation of the degree to which a professional development activity has met the needs of participants is accomplished quantitatively by tabulating the ratings on exit surveys and qualitatively by analyzing the comments for both positive and negative trends. The National Conference Strategic Plan, updated yearly, also evaluates the performance of the Committee.

PROFESSIONAL AFFAIRS COMMITTEE CHARTER (05.30.2018)

Purpose:

The Professional Affairs Committee defines the scope and ethical standards of educational therapy practice; develops curricula standards for graduate-level educational therapy training; and develops and publishes results of educational therapy research.

Composition:

The Professional Affairs Committee is composed of the Committee Chair and the chairs of the Higher Education, Research, and Scope of Practice/Ethics subcommittees.

Responsibilities/Authority:

The Professional Affairs Committee:

- develops professional standards.
- identifies and disseminates educational therapy best practices and research.
- collaborates with and supports training programs leading to a Master's degree or Certificate in Educational Therapy.
- promotes the implementation, support, and acceptance of professional standards by AET members and ET practitioners in general.
- develops policy regarding the development and support of educational therapy training programs.
- establishes academic requirements for Associate ET membership.
- promotes research on the effectiveness and efficiency of educational therapy.
- defines ethical standards of educational therapy practice.
- oversees adherence to the Code of Ethics.

Meetings:

The Professional Affairs Committee meets a minimum of twice a year.

Reporting:

The Professional Affairs Committee reports to the President and to the Board of Directors.

Evaluation:

The Professional Affairs Committee's Strategic Plan, updated yearly, evaluates the performance of the committee.

PROGRAM SERVICES COMMITTEE CHARTER (REVISED 03.08.2022)

Purpose:

The Program Services Committee provides professional development (PD) to AET members and nonmembers in the professional community. The committee strives to ensure that PD content is evidence-based and focuses on topics relevant to the professional practice of educational therapy.

Composition:

The Program Services Committee is headed by the chair and includes the following subcommittees: regional workshops, webinars, study groups, and continuing education for allied professionals.

Responsibilities:

The Program Services Committee:

- oversees the regional representatives who develop the content and coordinate the implementation of regional workshops with the support of the office.
- oversees the planning and implementation of webinars with clerical support from the office.
- seeks and maintains approved providerships with associations/organizations that grant CE credit to allied professionals. Ensures that format and content of PD events are aligned with the CE requirements of the providerships. Reports to the providership organizations as needed, and documents the attendance of allied professional participants at the conclusion of each event.
- supports and fosters the development of study groups, including groups that meet using web-based collaborative platforms.
- gathers information from sources in the fields of education, psychology, speech and language, mental health, psychiatry, medicine, etc., and consults key members on emerging trends that impact the theoretical underpinnings and professional practice of the field of educational therapy to be used in the planning of programs.
- collaborates with the Professional Affairs Committee to ensure that PD offerings align with the needs of students and pre-service professional programs.

Meetings:

Program Services Committee meetings are held on an as-needed basis with frequency and composition determined by the chair, the subcommittee chairs, and the association manager. An annual meeting, combining all subcommittees, takes place at the national conference or online.

Quorum and Reporting:

The Program Services Committee reports to the Board in writing at its meetings. The committee furnishes a tentative budget to the finance committee prior to the adoption of the Association budget. The chair reports to the Executive Committee when committee issues/concerns fall outside the scope of routine and expected business or when the President's approval is required to bind the Association to a legal contract.

Evaluation/Assessment:

The financial performance of program activities is assessed at the conclusion of an event or series of events. Evaluation of the degree to which a PD activity has met the needs of participants is accomplished quantitatively by tabulating the ratings on exit surveys and qualitatively by analyzing the comments for both positive and negative trends. The Program Services Strategic Plan, updated yearly, also evaluates the performance of the committee.

CERTIFICATION BOARD CHARTER

Purpose:

The Certification Board promotes Board Certification and monitors progress of candidates through the Board Certification process.

Composition:

The Certification Board consists of:

- Certification Chair (voting)
- AET President (voting)
- 3 Past Presidents (voting)
- 2 At-Large Members (voting)
- Case Study Coordinator (nonvoting)
- Best Practices Exam Coordinator (nonvoting)
- President Elect (nonvoting)

Responsibilities:

The Certification Board:

- Reviews the mission of the board and makes board policy decisions as needed.
- Monitors board operations including Case Study submissions, evaluations of the Best Practices Exam, and awarding of new BCET member designations.
- Addresses grievances, should they occur, by the establishment of a Review Committee.
- Promotes Board Certification.
- Interfaces with the AET Board of Directors.

Meetings:

The Certification Board meets annually and as needed in the interim.

Reporting:

The Certification Board Chair reports to the President and the Board of Directors.

PROFESSIONAL ADVISORY BOARD CHARTER (05.24.2021)

Purpose:

The purpose of the Professional Advisory Board is to inspire the advancement and growth of educational therapy as a profession and bring professional credibility to the Association of Educational Therapists. Professional Advisory Board members advocate for educational therapy's national and international visibility by representing the organization in their own professional pursuits. Additionally, they may serve as counsel to the President and Board of Directors in support of their mission.

Composition:

The Professional Advisory Board members, chosen by the Chair and approved by a majority vote of the Board, are comprised of internationally recognized authorities in educational therapy and related fields. Advisory Board members may also include individuals who can support the Association in the areas of business and technology. Members serve for a term of three years without limit on subsequent reappointment and become honorary members of AET.

Responsibilities:

The Professional Advisory Board members lend their names to the Association, advise the President and Board of Directors when requested, and support all aspects of the Association when feasible.

Meetings:

The Chair corresponds periodically with the Advisory Board members as specific issues arise that would benefit from consultation. Remote meetings are held as needed.

Reporting:

The Professional Advisory Board Chair reports to the President.

Evaluation:

No formal evaluation is conducted.

POLICY TEMPLATE

Policy title
Adopted [date]

NOTE: TO USE THIS TEMPLATE, INSERT THE APPROPRIATE TEXT. IF YOU DON'T NEED NUMBERING OR BULLETS, SIMPLY DELETE THOSE LINES.

Rationale

[insert rationale]

Policy

[insert policy]]

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