

# SOUTHERN COLORADO ASSOCIATION OF HEALTH UNDERWRITERS

## POLICY & PROCEDURES

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**POLICY TITLE:**     **Composition, Duties and Responsibilities of the SCAHU  
Education/Programs Committee**

**POLICY NUMBER:**         **07-05**

**DATE SUBMITTED:**             **May 1, 2008**

**DATE APPROVED:**

**APPROVED BY:**                 **SCAHU BOD**

**SUNSET:**                         **July 1, 2010**

**PURPOSE:**   **To define the composition, duties and responsibilities of the SCAHU  
Education/Programs Committee.**

**POLICY:**     **Education/Programs Committee shall work to provide continuing  
education programs, ensure that SCAHU members are apprised of current  
trends and developments in the health insurance marketplace and promote  
professional designations for SCAHU membership.**

### **PROCEDURE(S):**

**1. Composition:** The Education/Programs Committee shall be comprised of the following:

A) Chairperson - a presidential appointee.

B) Members – Education/Programs Committee chairs shall comprise of SCAHU members.

C) At-Large Members – Education/Programs Committee Chair may appoint up to three at-large positions to assist in committee business. Appointees may be from the SCAHU membership and do not require SCAHU Board confirmation.

D) All of the listed committee members shall have voting rights in relation to committee business; the chair shall vote in the event of a tie or to create a tie.

E) Quorum will be established if a majority of the Education/Programs Committee is present either in person, email or by phone.

**2. Duties:**

A) The Education/Programs Committee chair shall prepare reports and recommendations for review to the SCAHU Board.

**B)** The Education/Programs Committee shall meet as necessary and by whatever means deemed appropriate by the committee chair. The Education/Programs Committee Chair shall provide to the committee members the scheduled meeting dates, times and locations.

**D)** The Education/Programs Committee shall coordinate and promote professional designation opportunities through SCAHU website and meeting announcements.

**E)** The Education/Programs Committee shall assist with the annual Education Fair planning and execution of the Education Fair meeting.

**3. Responsibilities:**

**A)** The Education/Programs Committee is responsible for assisting in the development of a list of CE program speakers from all of the local associations for future planning.

**B)** The Education/Programs Committee chair shall review and monitor the costs of the professional designation. If additional funds are required to promote professional designations, the chair shall provide a report of expected expenditures to the SCAHU Board for review.

**C)** The Education/Programs Committee shall assist in development of programs and submit information to Division of Insurance for acceptance of CE credits 60 days in advance of approved program as determined by the SCAHU Board of Directors.

**D)** The Education/Programs Committee shall work with the SCAHU Board of Directors with site logistics and program contents.