# Proposal

**New Model for the Continuing Education Committee**

Introduction

The Continuing Education Committee’s task while originally being much broader, has narrowed to providing one to two workshops per year, most often in conjunction with the WPDC. A committee model where co-chairs pick their own aids will be a more effective way to accomplish the task. This is especially true for the co-chair whose job it is to organize the workshop. He/she can choose aids whose expertise fits the topic selected for the workshop.

Proposal

The ACPV President appoints two co-chairs for the Continuing Education Committee. One co-chair will organize the workshop. The other co-chair raises funds and advertises the workshop. Terms are one year. Each co-chair is encouraged to invite others to serve on the committee. It is up to the co-chair to determine who to invite and how they will help.

Duties and Timeline

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| January | Appoint co-chairs | **ACPV President** |
| Jan/Feb | Survey members for topics | Workshop co-chair and office |
| February | Determine workshop topic | Co-chairs and **Board of Governors** |
| March | Invite committee aids | Co-chairs |
| Mar/June | Select topic, invite speakers, determine budget | Workshop co-chair and aids. |
| July/Aug | Present complete workshop plan to BOG | Workshop co-chair and aids. |
| August | Write sponsor letter and workshop ads, compile sponsor list | Fundraising co-chair |
| September | WPDC call for titles (announce workshop) | Office |
| September | Sponsor letters sent. Begin advertising workshop. | Office |
| October | Follow-up calls for sponsors begins. | Fundraising co-chair and aids. |
| Jan/Feb | Registration begins | WPDC |
| January | Speaker abstracts and short bios submitted to the ACPV office. | Workshop co-chair and office |
| January | Moderators finalized | Workshop co-chair |
| January | Sponsors finalized and logos acquired | Fundraising co-chair and office |
| February | Printed program complete. | Office |
| February | Food and beverages order finalized. | Office |
| February | AV ordered. | Office |
| Feb/Mar | Program to print and mailed. | Office |
| Mar/April | ACPV Workshop | Workshop co-chair, Fundraising co-chair, office |