**Committee Purpose:**
The purpose of the COAA Education Committee is to provide direction and guidance on the long-term education and training goals and objectives for COAA. A primary focus of this committee is to evaluate program value and educational/business opportunities while seeking new and innovative methods to meet the growing and changing educational needs of COAA members. This committee interfaces with the Owners Training Institute (OTI) Advisory Group, OTI Core Curriculum Task Force and Conference Committee.

**Committee Job Description:**
The COAA Education Committee will meet a minimum of six times annually via conference call or GoTo Meeting for 60-minutes. The Committee will be responsible to provide expertise and forward-thinking about all COAA educational offerings and opportunities working in collaboration with committee members, the OTI Advisory Group, Conference Committee (as applicable) and staff.

The ideal Education Committee volunteer will have a passionate interest in the industry, education and increasing the quality of COAA educational offerings. He/she will be aware of industry trends and current issues in order to identify appropriate and timely member educational needs. All volunteers must be COAA members in good standing. Ideal committee members will have participated in either past COAA Conferences, OTI courses, webinars or other similar professional educational programs.

**Committee Operational Deliverables for 2016:**

- Review and advise on the implementation of COAA education and training activities, delivery and selection of venues and platforms.
- Identification of educational topics and implementation of the annual webinar schedule for COAA.
- Oversight of the work of the OTI Advisory Group which will provide periodic updates to the Committee.
- Review and advise staff on the accuracy of marketing materials related to COAA educational programs and implementation of marketing programs.
- Conduct market research on other industry educational programs and identify potential future COAA programs to recommend to the Board of Directors.
- Prepare an educational strategic plan that is updated not less than every five (5) years.
- Provide reports to the COAA Board of Directors inclusive of recommendations relative to COAA’s educational programs.

**Committee Member Time Commitment for Three-Year Term:**

- Participate in committee meetings via conference call or webinar as scheduled and participate on at least one initiative or subcommittee.
- The committee may establish subcommittees that report to the Chair.
- Membership of the committee shall reflect the diversity of COAA in terms of professional discipline and other characteristics.
**COMMITTEE COMPOSITION:**
- 10-12 committee members: Apply and approved by COAA Board liaison and Executive Director
- Term: Three years
- Committee members must be a member of COAA
- Membership of the committee shall reflect the diversity of the association in terms of project owner type, to the extent possible, professional discipline and other characteristics.
- Chair/co-chair: Apply and will be confirmed by the COAA Board liaison and Executive Director.

**COMMITTEE AUTHORITY AND DECISION-MAKING:**
- Committee is directed by the COAA Board of Directors
- The Committee may not enter into legal or binding agreements on behalf of COAA without the express written consent of the Board of Directors
- The committee chair and/or committee members have no authority over COAA resources and/or staff.

**COMMITTEE ANNUAL BUDGET:**
2017 Approved Budget: TBD

*Version 2 - 032516*