

Education Task Force

2023/2024

CHARGE

The Education Task Force develops relevant and timely themes, topics, and content for CHPA events. Oversees, reviews and/or evaluates all educational events for CHPA. This task force directs overarching education programs using smaller work groups. These shorter-term work groups develop content for individual events (such as the Annual Conference, forums, etc.).

COMPOSITION

Committee chairs and co-chairs are selected by the CHPA leadership. All task force members shall belong to a member company in good standing. The composition of the committee should be a diverse range of representation of the CHPA membership (membership type, revenue ranges, geographic locations) and those involved/familiar with other key stakeholder associations. Task force members must act in the best interest of CHPA and its members.

TERM

March 2023-February 2024

TIME

1-1.5 hours per month

STRATEGIC FRAMEWORK SUPPORT

The Board of Directors guides CHPA via a Strategic Framework which allows CHPA to be nimble and agile in program and services development and delivery. Task forces support a variety of objectives and action steps within the Strategic Framework. Below are the objectives this task force supports.

- Increase total annual event attendance to 2,000 attendees.
- Engage 100 volunteers.
- Plan and participate in 4 co-branded or co-hosted events with collaborative partners.

RESPONSIBILITIES AND ONGOING TASKS

- Q1 - Q2
 - Review conference evaluation results to determine topics for the upcoming year.
 - Identify priority topics for the following year's conference program development.
 - Reviews potential webinar topics for consistency with member-identifies topics of interest.
- Ongoing
 - Identify upcoming topics and educational programming for the next 'rolling' quarter.
 - Review Call for Proposals from other key stakeholder organizations and identifies potential topics for development.
 - Review session proposals in conjunction with the Board member(s) that help develop content.
 - Participate in meetings throughout the year, typically held virtually.

STAFF LIAISON

Christine Saricos, CMP, Director of Education & Meetings

STAFF RESPONSIBILITIES

- Maintain task force roster.
- Schedule task force meetings, work with chair(s) to develop agendas and summarize meeting discussions.
- Provide support to the task force throughout the year including data, historical context and any other additional information needed to allow the task force to make informed recommendations.
- Provide broad-level perspectives of CHPA programs, services and initiatives which may impact the discussions of the task force.

IMPACT

Task force members will have the opportunity to provide direction for CHPA's educational programming via webinars, the annual conference, collaborative events with other association/organizations and program proposals for other industry-related conferences. Task force members will assist in the creation of session proposals and learning objectives for each educational event to help increase professional education on, and confidence in, the corporate housing industry. Additionally, they will expand their professional network.