1-X

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: **CONTINUING EDUCATION**

The Board acknowledges the importance of appropriate speakers being selected for all Association-sponsored continuing education events including but not limited to the annual OAO Symposium.

SELECTION AND VETTING OF CE SPEAKERS

1. At the outset of the new fiscal year, the Board will appoint a Symposium Working Group at its November meeting and charge it with providing a list of speakers for its review at the February Board meeting. Staff will provide support to this working group, including helping to ensure that proposed speakers' values and practice ethics are in line with those of OAO.
2. Staff are responsible for identifying a slate of CE speakers for all other continuing education programs along with curriculum/topics. Assisting staff will be a group of volunteers, forming the Continuing Education Working Group. Staff and the Continuing Education Working Group shall ensure all proposed speakers are properly vetted regardless of profession, and shall do their due diligence to ensure that selected speakers' values and practice ethics are in line with those of OAO. An annual slate of proposed CE speakers and topics for consideration will be submitted to the Board for approval in tandem with the annual budgeting of CE events and programing.

BUDGET

1. The CEO will provide the Board with the Symposium Annual Budget at its August meeting, reconciling actuals of the previous event with forecasted revenue and expenses for the following year.
2. An annual budget of all other CE events and programs will be included in the annual budget forecast presented to the Board for approval at the outset of each fiscal year.

NON-PARTICIPATION RESTRICTION

1. Board Members, Symposium Working Group members and Continuing Education Working Group members shall be precluded from being considered as speakers at any OAO-sponsored CE Events. This position will be explained to prospective volunteers to the Symposium and Continuing Education Working Groups at the outset so that they have the option to recuse themselves from participation should they seek to act as a potential CE speaker. Even in a dire situation when there is a last-minute speaker cancellation, Directors and Working Group members will not be approached to step in to deliver programming. A list of back-up speakers shall be made in emergency situations, where a booked speaker is unable to present or cancels at the last.