

IBA ORGANIZATION & COMMITTEE CHARTER

TITLE: EDUCATION COMMITTEE

TYPE COMMITTEE: STANDING COMMITTEE

AUTHORITY: APPOINTED BY THE IBA BOARD OF DIRECTORS

RESPONSIBILITIES:

The Education Committee assists the Vice President and Association Manager and acts in an advisory capacity to the Board. It will meet monthly to address and review the following.

- Define the Education Committee mission/purpose statement
- Develop ideas for providing industry educational resources through the IBA such as:
 1. Transparent processes to help broaden the material and programming for educational events.
 2. Transparent processes to help identify future presenters.
 3. Training programs and skill development of balloon industry presenters.
 4. A data base of instructors and class topics for the benefit of the industry.
 5. Feedback mechanisms on teaching performance.
 6. Regional training programs to develop teachers for distributors who want to use local instructors.
 7. Regional educational meetings for retailers that would include business training as well as updates in techniques and products.
- Develop an accreditation program for Industry Safety & Procedures to be taught at IBA supported educational events.
- Develop ideas for Member Only pages on the IBA Web site
- Develop surveys for the Manager to execute.
- Review and make recommendations to the Board on overall education policy

ORGANIZATION

The Education Committee will consist of a minimum of eight (8) and no more than twelve (12) members and will elect a Vice Chair and Secretary. They will serve one (1) year terms. Membership shall be generally limited to members with industry education backgrounds.

REPORTS AND MEETINGS

Annually (December), submit a written report to the Board summarizing activities, current and future issues, membership status and recommendations. At least quarterly, the Chair or the Vice President will attend the Board teleconference meetings and submit a report of past and future activities and recommendations. Publish meeting agendas and minutes and conduct meetings, as necessary. Meeting minutes will be provided to the Manager and may be published on the website. Meetings will be conducted via teleconference and/or via email discussion.

REVIEW

This charter will be reviewed annually by the Board of Directors at its April Monthly Board meeting.

APPROVAL

This Charter was approved by the IBA Board of Directors at the March 2008 Monthly Board Meeting.