

## ISCEBS PROFESSIONAL DEVELOPMENT COMMITTEE FUNCTION DESCRIPTION

### Preamble

The Committee shall serve the best interests of the International Society of Certified Employee Benefit Specialists (ISCEBS) and its members. Its basic charge is to make recommendations to the Governing Council regarding professional development programs and activities for Society members. Minutes from each committee meeting shall be submitted to the Governing Council.

#### 1. **Composition/Appointment**

The Committee shall consist of an appropriate number of Society members from representative industries in the employee benefits sector with consideration also given to geographical region. Industry representations may include but not be limited to: accounting, actuarial services, consulting, corporate and multiemployer plan management, financial services, government, insurance, investments and law.

The Governing Council shall review each year nominations of Society members for appointment to the Committee and for a Committee chair.

#### 2. **Scope of Duties**

- A. The Committee shall make recommendations regarding continuing education programs, including format, content and delivery methods. Committee members may suggest topics on an annual basis for the continuing education courses.
- B. The Committee shall make recommendations regarding the administrative and editorial affairs of *Benefits Quarterly*. Committee members shall identify and recommend potential topics and authors to the editor of *Benefits Quarterly*. The Committee also shall review and make recommendations for other Society publications.
- C. The Committee shall make recommendations regarding technology and online applications for all educational and membership services.
- D. Committee members shall stay abreast of current legislative and other developments in the employee benefits field.
- E. Committee members shall actively promote Society membership and chapter membership to those holding the CEBS, CMS, GBA or RPA designations and to CEBS students who have completed at least one CEBS course.
- F. Committee members shall support and actively promote the CEBS Continuing Professional Education (CPE) requirement.
- G. Committee members shall carry out other projects and directives that may be assigned by the Governing Council or the Board of Directors.

3. **Responsibility of Committee Members**

- A. Members shall be aware of the relevant budget allocations and keep them in mind when formulating recommendations.
- B. Members shall become familiar with the minutes of the previous meeting.
- C. Members shall make every effort to attend the committee meeting and review information sent to them on a periodic basis.

(Updated July 15, 2013)