



Webinar Delivery Committee Terms of Reference

Purpose:

The Webinar Delivery Committee is responsible for the development, coordination, delivery, and evaluation of PTSA's year-round webinar programming and on-demand educational content.

Authority:

The Committee operates within the educational priorities established by the Education Advisory Committee and within the approved budget and annual plan authorized by the Board of Directors.

Responsibilities:

The committee will:

- Coordinate webinar logistics and delivery.
- Identify and recruit speakers, confirming education content aligns with identified priorities.
- Manage webinar registrations.
- Ensure webinars are recorded and made available for asynchronous access.
- Participate in conference promotion and marketing, working with PTSA communications teams.
- Assist with sponsorship engagement, as applicable.
- Support promotion of external educational opportunities approved by PTSA.
- Collect and review attendee evaluations.
- Recommend improvements to future programming and delivery formats.
- Review and apply planning guidelines and procedural requirements.

Membership:

The Committee will be comprised of:

- Committee Chair
- Education Advisory Committee Liaison (ad hoc)
- 3-4 members

Qualifications:

- Members should collectively bring experience as participants, presenters, planners, or volunteers in webinars and other continuing education programs.
- The committee should include individuals who actively engage in external learning opportunities and can contribute ideas, emerging practices, and innovative approaches to enhance the educational program design and member experience.
- Committee members should also bring professional networks and relationships that may support speaker recruitment and sponsor partnerships, as applicable.

Committee members will serve a one-year term, with the option for renewal.

Meetings:

- As required to support webinar delivery schedules.
- Quorum will consist of a majority of Committee members.

Reporting:

The committee will provide to the Education Director and Administrator:

- Webinar topics and speakers for approval.
- Regular updates regarding webinar participation and evaluation.

Resources and Support

PTSA will provide access to resources required for Committee members to effectively fulfill their roles in accordance with policies and procedures. This may include:

- Access to PTSA Google shared drive for document repository.

Date approved:

Revision history:

Date Last Updated	Revision Description