Petroleum Accountants Society of Houston



**Education Committee Charter**

**Mission Statement:**

The PASH Education Committee mission is to initiate, develop, encourage, support, and disseminate educational programs including programs or events that promote the COPAS Accredited Petroleum Accountant® (APA®) certification.

**Reports To:**

The committee will be accountable to the PASH Board of Directors primarily through a designated Board Liaison and subject to the PASH Bylaws.

**Key Result Areas:**

* Provide leadership in educational opportunities.
* Create educational programs such as Education Day.
* Promote study groups for the COPAS Accredited Petroleum Accountant® (APA®) program.
* Generate opportunities to provide scholarships, grants and sponsorships to area colleges and universities that offer oil and gas accounting courses.
* Identify and keep APA® training materials current and available to PASH members. Promote participation at the COPAS level.
* Be aware of COPAS deadlines—using Special Called Meetings and adhering to Article VI. “Special Called Meetings” of the STANDING COMMITTEE VOTING PROCEDURES RESOLUTION as necessary to address time-sensitive issues, support objectives and goals of COPAS or PASH and accomplish mutual goals.

**Sub-committees:**

Subcommittees may be established by the Education Committee, as deemed appropriate.

**Membership:**

Membership is composed of a Chairperson appointed pursuant to the PASH Bylaws and all other individuals who participate in achieving the goals of this committee. Non-members and guests of PASH are welcome at any time and participation is encouraged; however, non-members will not be permitted to make or second any motions, or be permitted to vote.

**Organization and Duties:**

The Chair shall appoint, and the Committee shall approve or disapprove pursuant to the PASH Bylaws, a Vice-Chair, Secretary, and any other officers deemed necessary to assist in the duties of the Committee. The Vice-Chair will serve in the capacity of Chair if the Chair is unavailable or unable to perform his or her duties. If there is more than one Chairperson, they will be considered Co-Chairs and will share the responsibility equally and may appoint one or more Vice-Chairs to assist with any subcommittee needs. Other members may be appointed to the Committee by the Chair with the approval of the Committee, as liaisons, or to help with special projects as deemed necessary by the Committee.

To provide continuity of leadership, it is expected but not required that the Secretary will succeed to Vice-Chair and the Vice-Chair to Chair, pending any approvals required by the PASH Bylaws and approval by the Committee. Officers will generally serve two-years.

**Meetings & Notices:**

Three types of meetings may be held:

* Regular meetings will generally be held August through May, as needed.
* Regular meetings might be working, informative, or educational which may be CPE eligible;
* Specially called meeting, scheduled as needed to accomplish the key result areas;
* Social/networking event.

Each month committee information including meeting minutes, meeting locations/time, agenda, as well as current Chair and Vice-Chair contact information shall be posted to the PASH website and submitted to the Publicity Committee chair by the newsletter due date. In addition, an e-mail may be distributed to all members and previous visitors of the Education Committee informing them of meeting agenda, locations and time, as well as guest speakers.

**Voting:**

Voting procedures for all committees shall be as prescribed and published in the STANDING COMMITTEE VOTING PROCEDURES RESOLUTION by the Board of Directors of the Society. The latest procedures must be on hand for reference at each meeting. Each company, retired individual or sole proprietor represented in a standing committee by a Member in Good Standing as defined in Article II, Section 6 of the PASH Bylaws shall be entitled to one vote.

**Committee Projects:**

Committee activities may be developed within the Committee, initiated by other PASH or COPAS Committees, or suggested by the PASH Board of Directors.

**Continuing Education (CPE)**

If the Committee offers continuing education (CPE), it is responsible to collect and submit required documents in a timely manner as prescribed by COPAS.