

SOCIETY OF COSMETIC CHEMISTS
Charter of the Education Advisory Committee

Statement of Purpose

The purpose of the Education Advisory Committee is to:

1. Provide oversight of the education activities for the Society.
2. Review and recommend speakers, topics and programs for potential inclusion in the Society's education portfolio.
3. Monitor the industry for the latest trends and information with respect to cosmetic science developments.

Committee Membership & Terms

The committee will consist of the following individuals, after completing an application and being affirmed by the Board, who shall serve as follows:

Position	Term
Chair	One (1) year
Vice-Chair	One (1) year
Assistant Editor of JoCS	Three (3) years
Committee Members (6-8)	Two (2) years
Staff - SCC Manager, Education & IT	N/A – non-voting

- Vice-Chair shall ascend to the Chair position immediately following their term.
- Committee members shall consist of six (6) to eight (8) subject matter experts, representative of various disciplines within cosmetic science
- All other committee member terms are two (2) years in duration and, ideally, half the committee should rotate off each year.
- No committee member shall serve more than two (2) consecutive terms on the committee.
- All terms of service shall run concurrent with the organization's fiscal year (January 1 – December 31).

Authority & Responsibilities

Operating within the Bylaws, policies and procedures as established by the Board of Directors, the committee has the authority to:

1. Recommend topics or speakers to COSA for the annual meeting scientific program;
2. Assist in the development of education program and/or other content to meet the diverse needs of members and chapters;
3. Review and revise course materials and/or other content for quality, currency, and applicability to current education or programming needs;
4. Utilize other subject matter experts or external resources as necessary to meet objectives;
5. Suggest to the Board of Directors ways to enhance the scientific stature of the Society; and
6. Assist with other projects, programs, or strategic initiatives as requested by the Board of Directors.

Meetings

The committee shall meet on an as-needed basis, but not less than twice yearly, at such a time and place that will most effectively accomplish their task(s), including, but not limited to, face-to-face, teleconference, or video conference.

Attendance of twenty-five percent (25%) of members of the committee shall constitute a quorum. All questions brought before the committee for a vote must be affirmed by a simple majority of those present to be approved.

The committee shall have written meeting minutes and shall submit a written report to the Board of Directors (or Executive Committee, if requested) for their next meeting.

Budget

The committee shall operate in a fiscally responsible manner and within their budget as approved by the Board of Directors. Any requests for additional funding may be approved at the discretion of the Board of Directors.