Research & Education Committee Chair – Job Description

Position Title: Research & Education Committee Chair
Reports to: Board President / Executive Director
Position Type: Volunteer Board Member
Term: 2 years (as outlined by the organization's bylaws)

Committee Purpose

The Research & Education Committee provides members with education through Clinical Contact Hours and Best Practices tracks at the annual conference, quarterly educational videos and/or webinars, materials and resources on the COCA website, and content for the Professional Development Learning Center. The committee also reviews research proposals, develops COCA tools to evaluate internal research, and builds professional networks and relationships within the medical field by representing COCA at conferences and other professional events throughout the year.

Position Summary

The Research & Education Committee Chair provides strategic leadership for COCA's research, education, and professional development initiatives. Serving as a member of the COCA Board of Directors, the Chair leads the committee in developing meaningful educational opportunities, supporting research review and evaluation, advancing best practices, and building relationships within the medical community. The Chair collaborates with COCA leadership, staff, committee members, and external partners to ensure programs and resources meet the evolving needs of COCA members and support the organization's mission.

Key Responsibilities

Leadership & Oversight:

- Chair and lead regular Research and Education committee meetings (virtually – quarterly at minimum)
- Oversee the work of the committee and any subcommittees as needed.
- Oversee and lead the review of research proposals and support the development of tools and processes to evaluate COCA's internal research initiatives.
- Identify opportunities by monitoring emerging research, trends, best practices, and educational opportunities that may benefit COCA members.

Board Member/ Stakeholder Engagement:

- Serve as an ambassador for COCA and promote its mission and programs.
- Maintain appropriate confidentiality and act in the best interests of COCA.
- Support collaboration among the Board, committees, members, and staff.
- Support Education through guiding the development of annual conference Clinical Contact Hours and Best Practices tracks, quarterly educational videos/webinars, website resources, and Professional Development Learning Center content.
- Build and develop relationships with healthcare professionals, researchers, educators, organizations, and other leaders in the medical field.
- Represent COCA at appropriate conferences, professional meetings, and networking opportunities throughout the year.
- Collaborate with COCA staff, Board members, committees, subject-matter experts, and external partners to support strategic initiatives.

Reporting and Communication:

- Provide regular updates to COCA leadership and the Board of Directors regarding committee activities, accomplishments, challenges and recommendations.
- Attend and actively participate in Board meetings and activities.
- Contribute to organizational strategy, governance, and decision-making.

Committee Management:

- Recruit, orient, and engage committee members to actively participate in the work of the committee
- Establish annual goals, facilitate committee meetings, engage members, delegate assignments, and monitor progress toward committee objectives.
- Ensure the committee's work aligns with the organization's strategic plan and goals

General Qualifications

Education:

- A minimum of a bachelor's degree in a relevant field such as recreation/ camp management, public health, health care administration, nursing, child life, social work, psychology, medicine or a related discipline

Preferred Committee Chair Qualifications

- Professional experience in healthcare, medicine, education, research, professional development, or a related field.
- Demonstrated interest or experience in research, education, or evidence-informed practice.
- Leadership or committee experience within a professional or healthcare organization.
- Strong communication, collaboration, organization, and facilitation skills.
- Established professional relationships or networks within the medical or healthcare community preferred.
- Commitment to COCA's mission and the professional development of its members.

Strong Leadership and Organizational Skills

- Ability to guide, motivate and inspire committee members, manage teams, facilitate discussions, present complex information clearly and effectively,
- Ability to remain fair and objective during meetings and the decision-making process, and drive consensus among diverse stakeholders
- Ability to manage schedules, documents, and overall operations of the committee
- Understanding of and passion for the mission of the organization and an understanding of how the committee's work contributes to enhancing COCA's goals
- Embodies the values of compassion, integrity, and dedication and is a respected leader in their camp and/or COCA affiliated community
- Experience as a current or former board member having been actively involved in board committees providing thoughtful recommendations, active listening and displaying effective skills working with others

Time & Financial Commitment

- Lead Research & Education Committee meetings (virtually-quarterly at minimum and facilitate its work)
- Participate in and present a committee report at quarterly board meetings (virtually and/or in-person)
- Average of 1-3 hours/week of committee dedicated work
- Minimum of monthly 1-hour committee meeting
- Participation in quarterly Board of Director meetings (virtual and/or in-person)
- Should serve on at least one committee
- Make an annual financial contribution to COCA at a self-determined level

Support Provided

- Partnership with Executive Director, Program Manager and President
- Previous Research & Education Committee chair
- Training and guidance as needed