

PSEA EDUCATE AMERICA COMMITTEE

CHARGE AND SOP

Scope: The PSEA Educate America Committee is responsible for planning and implementing the NAEA Educate America program in schools throughout the state. The goal of this program is to enhance the recognition of the enrolled agent credential by establishing enrolled agent examination training in colleges, participating in job / career fairs and developing an internship program.

The Committee works to create programs consistent with NAEA's three phase approach to roll out the Educate America program to Pennsylvania colleges. Phase I (noncredit curricula) of the Educating America program is expected to run approximately 12-24 months from May 2014. Phase II (for academic credit) development and implementation is anticipated to take about 24-36 months. Phase III (A.S. degree in Taxation) development of the Educating America program is expected to take 36-60 months from May 2014.

Term: The committee's work commences on July 1 with installation of the new PSEA officers and directors and ends on June 30 of each year.

Members: Chair and no less than 2 members

Charges & Responsibilities:

- Promote the implementation of the enrolled agent training in colleges in accordance with NAEA's Educate America initiative, including:
 - Identify and consistent outreach to local colleges
 - Coordinate presentations to college representatives to encourage adoption of the course
 - Assist in designing and marketing the program
 - Work with Gleim Publications to obtain program materials
 - Identify and recruit qualified instructors
 - Evaluate the success of the program
- Identify and participate in job / career fairs
- Attend meetings and speak before accounting clubs such as Alpha Psi Omega; TACTYC; and other academic events.
- Develop an internship program for students to help build stronger relationships with the college
- Report all proposed committee recommendations to the PSEA Board for approval prior to implementation.
- Collaborate with any PSEA committees as appropriate to fulfill these charges.
- Refer to the Educate America Committee SOP for more information on the process.

PSEA EDUCATE AMERICA COMMITTEE SOP

PSEA Educate America Committee Composition

The Educate America Committee is generally comprised of members appointed by the PSEA President. The members should be familiar with NAEA's Educate America initiative and have experience with education programming, whether at the local, affiliate or national level. To maintain continuity in this important committee, two or more members may be carried over from the previous year's committee.

The PSEA Board of Directors (Board) continually seeks to identify members with strong leadership abilities. Participation in this committee is an excellent opportunity for the chair and PSEA members of the Board to evaluate members who demonstrate the requisite skills necessary to serve PSEA in the future in this or another capacity. Please keep this in mind and if a committee member exhibits extraordinary skills, please discuss with the PSEA President.

Duties of the PSEA Education Committee

The Education Committee is a standing committee, whose work builds upon work done by prior committees. It is responsible for the overall oversight of the PSEA's Educate America programming. The committee's work is specific and directed by the president of PSEA according to the charge given.

Timeline

The committee's work commences at the start of the new PSEA governance year on July 1. This marks the effective start of the committee's charge, which generally ends when the next committee's charge is effective, approximately one year later.

Shortly after the start of the fiscal year, the committee should convene to discuss its overall charge and specific strategies to achieve the initiatives. Priority is generally given to unfinished projects from the previous year, but that may change depending upon PSEA's operating environment and the President's specific charge.

The chair will schedule committee meetings as needed to accomplish its objectives for the fiscal year. The meeting schedule for the committee's work should allow the committee to meet its specific charges in a timely fashion and also be sensitive to the needs of its members. The chair should confirm that the meeting schedule is agreeable to the committee members and will modify it as appropriate. The committee should remain cognizant of any Board plans and intentions in its work. The chair will provide all members of the committee with a schedule of committee meetings and distribute agendas for each meeting.

The chair or a committee member may prepare a draft report of its recommendations for proposed action. Generally, the completed committee report will be distributed to the full

committee for comments / revisions before distribution to the Board. The final committee report is then submitted to the Board for approval.

An invitation to the chair is extended when the chair's presence at the Board meeting is required by the President. If the President requests the chair attend a meeting, his / her travel expenses will be reimbursed according to the established reimbursement policies found within the PSEA Policy and Procedures Manual.