

CTFA: Program and Education Charter

Purpose: The Program and Education Sub-Committee shall be responsible for educating CTFA members on the latest statistics and trends in tobacco control and providing high quality trainings for CTFA members, tobacco control advocates and other interested organizations.

Chair Responsibility: The Chair shall attend and preside over all meetings of the Sub-Committee. Additionally, the chair will serve as a member on the Annual Conference subcommittee.

Duties: The Sub-Committee shall be responsible for each of the following:

- a) **Trainings.** Assist in the planning of three ½ day trainings throughout the year. Regularly survey members for training interests and maintain potential speakers list.
- b) **Annual Conference.** Serve on annual conference subcommittee. Utilize member survey and speaker/training list to assist in planning conference program.
- c) **Education and Advocacy.** Provide information at trainings and submit articles to CTFA's newsletters and website.

Action Plan: The Sub-Committee shall adopt a plan of action each fiscal year. The plan should include goals envisioned by the Sub-Committee, how it intends to meet those goals, and how the progress will be measured. The plan shall conclude with a written report on the Sub-Committees activities.