

## **Continuing Education Committee**

### **Action Plan**

#### **Purpose:**

The Continuing Education Committee is dedicated to advancing the professional knowledge and skills of New Jersey Dental Association (NJDA) members by developing and overseeing a comprehensive annual curriculum of continuing dental education. The Committee evaluates proposals received for continuing education programs and assesses their alignment with the Association's standards and goals. By ensuring high-quality, relevant, and accessible educational opportunities, the Committee aims to enhance the professional development of members and support the excellence and innovation of dental practice within the NJDA community. Duties:

- Shall develop an annual continuing dental education curriculum to be offered to NJDA members and prospective members.
- Review proposals from any Association group for a continuing education program sponsored in whole or in part by the NJDA and determine if the NJDA should offer the course.

#### **Composition:**

The Continuing Education Committee shall be composed of:

- Of seven (7) members. Three (3) members, consisting of a chairperson appointed by the President, who shall be an NJDA Trustee or Alternate Trustee, and the chairperson of chairperson's designee of the Council on Annual Session and the Committee on New Dentists, each shall serve (1) year terms, which shall not be subject to term limitations. The remaining four (4) members shall be appointed by the President and shall serve terms of four (4) years each. Should a vacancy occur in a four (4) year term, the person appointed to fill the vacancy shall complete the portion remaining on the term. Service in a four (4) year term plus a partial term shall be limited to six (6) consecutive years. After a gap of at least one (1) full administrative year, a person can be appointed to serve another four (4) year term. An administrative year shall mean the period that is coterminous with the length of each President's term.

#### **Time Commitment:**

Shall be subject to the call of the chairperson or any two of its members, however, the Committee will meet, at least, 7 times a year. The duration of the meeting is approximately 1 hour via Zoom.

#### Participation Expectations:

**Terms:** The term of office shall serve (1) year, which shall not be subject to term limitations.

**Attendance:** Regular attendance at committee meetings is expected, and failure to attend at least 75% of the scheduled meetings annually may result in consideration for dismissal from the committee.

**Engagement:** As valued members of the Continuing Education Committee, your active engagement is essential to the success of our educational initiatives. We rely on your expertise to develop and review a curriculum that not only meets the professional needs of our members but also upholds the high standards of NJDA. Each of you is expected to thoughtfully evaluate course proposals, collaborate with colleagues, and contribute insights that ensure our programs are relevant, innovative, and impactful. Through your dedication, we will provide exceptional learning opportunities that support the growth and excellence of our dental community.

**Conduct:** The Association is committed to the principle that all individuals should be treated with dignity and respect. The Association strongly disapproves of any action or conduct by members or employees which constitutes harassment of an individual on account of race, sex, sexual orientation, disability, age, religion, national origin or any other characteristic protected by law.

#### Resources:

**Chair:** Dr. Scott Ruvo

Phone number: 973-729-5242

Email: [sjruvo@mac.com](mailto:sjruvo@mac.com)

**Staff Liaison:** Maureen Barlow

Phone number: 732-422-2712

Email: [mbarlow@njda.org](mailto:mbarlow@njda.org)

**General Inquires:**

NJDA Office number: 732-821-9400

Email: [info@njda.org](mailto:info@njda.org)