

Title: Professional Learning Programming Committee

Rationale or Purpose

To establish a structure and practical responsibilities for the consideration and review of NAFME professional learning programming through the lens of the NAFME Strategic Plan and *A Blueprint for Strengthening the Music Teacher Profession*.

Policy Statement

1. So as to create a convening ad-hoc committee of the association in which Chairs of the NAFME Societies, Program Advisory, Representative and Role-Based Councils, (1) designated member of the Music Teacher Profession Advisory Committee (MTPAC) and (1) designated member of the Equity Committee, collaboratively endeavor to consider new symposia, events, and virtual offerings directly related to the pedagogical interest of the music education discipline, as reflected through the lens of the NAFME Strategic Plan and the *Blueprint*.

Procedures

1. Following Established Guidance and Parameters:
 - a. All professional learning opportunities submitted to the Committee for Professional Learning Programming (PLPC) for consideration/review must include a documented proposal, consisting of all required information*, and made available to the Chair(s) of the PLPC and staff liaison, as well as the President's Cabinet and Executive Director, upon request.
 - b. All documented proposals eligible for review must be developed through the lens of NAFME's Strategic Plan, the *Blueprint*, and return on investment (ROI).
 - c. All professional learning opportunity submissions must be compliant with established NAFME parameters* regarding timing, human and financial resources, marketing and promotion practices.
 - d. Any proposal seeking collaboration with an outside entity or individual must also adhere to established NAFME procedures for review and documentation of said partnership. *

**Reference corresponding NAFME procedures, which are subject to change.*
2. Professional Learning Programming Proposals:
 - a. Professional learning programming may be proposed and considered from any Society or Council (or as a collaborative endeavor), from the MTPAC, Equity Committee, or from any other NAFME constituency.
 - b. Professional learning programming may be proposed and considered from an external expert/contributor interested in collaborating with NAFME.
3. Oversight:
 - a. In accordance with NAFME policies and staff guidance, the PLPC is authorized to make decisions on professional learning programming within the scope of this Policy on behalf of the Executive Committee, President's Cabinet, and National Executive Board, but must defer to the authority of said bodies should additional review be requested or required.
4. Supporting the *Blueprint*:

- a. Furthering the work of the Music Teacher Profession Advisory Committee:
 - i. Professional learning programming approved by the PLPC shall be reflective of MTPAC priorities at all times during the natural progression of the committee's work.
- 5. Supporting Equity:
 - a. Serving on and collaborating with the Equity Committee
 - i. Professional learning programming approved by the PLPC shall be reflective of the stated rationale or purpose of I.G.002, to ensure the prioritization of diversity, equity, inclusion, and access spans all facets of the work NAFME conducts
- 6. Reporting:
 - a. Report due to the National Executive Board (NEB) (and available to MTPAC and Equity Committee members as well as NAFME staff) in advance of each NAFME board meeting.
- 7. Committee Structure

- a. The PLPC will be comprised of the Chairs (or designated surrogates of the Chairs) of the NAFME Societies, Program Advisory, Representative and Role-Based Councils, (1) designated member of the MTPAC and (1) designated member of the Equity Committee., to be appointed in conformity with the Association's corresponding appointment policies.
- b. The Chair(s) may be appointed by the incoming National President in conformity with the Association's corresponding appointment policies.
- c.

8. General Duties and Responsibilities of the PLPC

- a. Occasionally, duties beyond those listed here may be added to meet the needs of the Association
 - i. Create a two-year agenda for NAFME professional learning programming that works within parameters set by the Societies and Councils Chairs and reflected through the lens(s) of the NAFME Strategic Plan and *Blueprint*.
 - ii. Create yearly timeline for all PLPC activities to be placed on a master calendar.
 - iii. Ensure that agenda accounts for NAFME human resource limitations and fiscal considerations.
 - iv. Create a quarterly calendar that meets the objectives of the yearly agenda.
 - v. Work with staff to systematically and responsibly meet the yearly Societies and Councils agenda objectives and to ensure the work takes into account NAFME human resources limitations and financial considerations.
 - vi. Consider and/or solicit professional learning programming.
 - vii. Communicate yearly and quarterly agendas with NEB and ExCom to ensure continued transparency.

9. Duties and Responsibilities of the PLPC Chair(s)

- a. Planning and facilitation of all PLPC meetings in collaboration with designated NAFME staff.
- b. Oversight of Committee activities.
- c. Regular updates to the National President, Executive Committee, NEB, Executive Director, and coordination with NAFME staff as to the ongoing work of the PLPC.

10. Duties and Responsibilities of Societies and Councils PLPC Members

- a. Chairs of Societies and Councils will attend and represent their constituencies in meetings of the PLPC, contributing expertise and perspective to professional learning conversations, and reporting outcomes as necessary and appropriate to their home Societies and Councils.

11. Duties and Responsibilities of MTPAC PLPC Member

- a. A designated member of the MTPAC will also serve on the PLPC. MTPAC service on the PLPC is consistent with the stated rationale or purpose of I.G.003, to ensure the prioritization of pursuing the mitigation objectives sought in *A Blueprint for Strengthening the Music Teacher Profession* through NAFME professional learning programming.

12. Duties and Responsibilities of Equity Committee PLPC Member

- a. A designated member of the Equity Committee will also serve on the PLPC. Equity Committee service on the PLPC is consistent with the stated rationale or purpose of I.G.002, to ensure the prioritization of diversity, equity, inclusion, and access spans all facets of the work NAFME conducts.
 - 1. The Equity Committee member serving on and collaborating with the PLPC shall provide feedback to the PLPC through the lens of equity, at all times during the natural progression of the Committee's work.
 - 2. Should the Equity Committee member serving on and collaborating with the PLPC become aware of or wish to make a content-specific inquiry pursuant to the PLPC's

work, this member, in consultation with the Equity Committee Chair and National President, shall bring forward this content-specific inquiry to the Chair of the Equity Committee. If deemed appropriate, the Equity Committee Chair shall share such inquiry in writing with the National President and Executive Director, and shall provide committee review and feedback, as appropriate.

Scope

The Professional Learning Programming Committee serves as a convening for the consideration, development and review of professional learning opportunities reflective of the expertise of the NAFME Societies and Councils, and consistent with the NAFME Strategic Plan and *Blueprint*. The PLPC also provides regular updates to the National President/Board Chair and coordination with NAFME staff as to the ongoing activities of the Societies and Councils of the Association, reflective of this charge.

Definitions

1. Ad-Hoc Committees are groups formed for the purpose of providing advice or action on issues defined by the National Executive Board, the National President/Board Chair, or a Division President.
 - A. Ad-Hoc Committees appointed by the National President/Board Chair or National Executive Board shall serve until the end of the term of office of the National President/Board Chair during whose administration they were appointed.
- 2.
3. “NEB” in this policy refers to the National Executive Board.
4. “ExCom” in this policy refers to the National Executive Committee.

References

2012 NAFME Constitution and Bylaws, Section 6. Ad-Hoc Committees.

The structure prior to this policy was an outgrowth of the initial efforts to develop oversight capacity for the current Academy Structure, Biennial Conference and future professional development and In-service efforts.

Approved By:	NEB January 4, 2013
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