



Outreach Workgroup – Schools: Charter, Policies, and Procedures

CBDCE Policy & Procedure Manual Appendix D5.5 WG-S (Schools)

Reference Policy Number: 109

Approved By: Board of Directors

Date Approved: 12/7/2022

Date Revised: n/a

Date Last Reviewed: 12/7/2022

Charter

As a Workgroup under the CBDCE Board of the Directors, the Outreach Workgroup – Schools (WG-S) is responsible for supporting the organization’s efforts with schools. The WG-S will be supported by CBDCE staff.

Membership and Participation

- 1) The WG-S shall be composed of a maximum of 3 active Certified Diabetes Care and Education Specialists (CDCEs). In addition, the CBDCE Chair serves as ex-officio member of the WG-S.
- 2) The WG-S Chair and members will be recommended by the Professional Development Committee and approved by the Board of Directors.
- 3) The WG-S Chair will serve as liaison to the Board of Directors.
- 4) Members will participate in periodic electronic meetings, and, on occasion, attend in-person meeting(s) of the WG-S.
- 5) Individual members may have specific work assignments that must be completed by a specific deadline.

General Policies

- 1) WG-S members normally serve a term of one year. At the discretion of the Board of Directors, members may be appointed for additional terms.
- 2) Each member must annually sign the CBDCE Voluntary Disclosure of Conflicts of Interest form and a Non-Disclosure Agreement.



- 3) The WG-S Chair shall designate additional workgroups as needed, to complete outreach initiatives.
- 4) Member performance will be reviewed annually by the WG-S and forwarded to the Professional Development Committee.
- 5) A member may be removed from the work group for reasons including, but not limited to, failure to complete assignments, excessive absences from scheduled meetings, or violation of Conflict of Interest or Non-Disclosure Agreements.
- 6) Additional policies will be developed as needed.

Key Workgroup Procedures

WG-S procedures, other than those implied in the General Policies, will be developed as needed.