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The Role and Responsibilities of the Chair of a Planning Committee

The Chair of the planning committee for any CME event has a pivotal role in development of the content and structure of the CME program. To help with this process the CCS has created this quick reference sheet to guide the Chair of the planning committee in their roles and responsibilities.

The Chair of the planning committee must ensure the following:

- The Planning Committee is reflective of its target audience.
- Appropriate planning committee members and faculty are recruited.
- Conflicts of interest among the planning committee and faculty are declared and managed.
- Industry does not sit on the Planning Committee.
- A needs assessment strategy is implemented to enable the identification of the target audience's perceived and unperceived learning needs.
- Learning objectives are derived from the needs assessment data.
- Content of the faculty's presentation is consistent with the published learning objectives.
- Content is well-balanced, evidence-based and unbiased.
- The educational format is designed to best present the content developed.
- At least 25% of the total education time is devoted to interactive learning strategies.
- An evaluation strategy is in place to measure the success of their educational session.
- Review all presentation slides and/or presentation outlines, prior to the activity.
- Ensure that the event budget is appropriate.
- Ensures notes or minutes of planning meetings are kept for submission for accreditation.

For more detailed information concerning the roles and responsibilities of the Planning Committee Chair, please refer to the "[Handbook for Planning Committees Developing Educational Programs](#)".