



AET Committee & Board Charters

(Revised 01.30.2026)

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COMMITTEE CHARTER OUTLINE (REVISION ADOPTED 3.20.2025)

Purpose:

Describe the committee's mission and overall role as it fits into the overarching goals of the organization.

Composition:

Note any specific expertise required of committee members, set the minimum number of members, and establish term limits, if applicable.

Responsibilities:

Details the specific tasks of the committee.

Meetings:

The whole committee meets a minimum of once a year to ensure coordination between the subcommittees and an overall understanding of the work of the committee. (Please report on frequency of subcommittee meetings.)

Reporting:

Subcommittee chairs report to the Committee Chair. The Committee Chair reports to the president and the full board. (Please note if procedure differs from this statement.)

Annual Review:

Each committee reviews their Charter in October to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Committee are aligned. Any proposed changes to the Charter must be submitted to the Governance Committee by the end of the calendar year for approval by the Board. For Committees named in the Bylaws, any changes must be consistent with the Committee's description in the Bylaws. In June, each committee briefly reports on the status of the responsibilities as listed in their Charter.

*Adopted 6.14.2018

ANNUAL CONFERENCE COMMITTEE CHARTER (ADOPTED 6.21.2025)

Purpose:

The Annual Conference Committee provides professional development (PD) to AET members and nonmembers in the professional community through an annual conference.

Composition:

The Annual Conference Committee is headed by the chair or co-chairs and includes the following subcommittees: proposals, technology, content editor, networking, allied professionals/CE credits, and student scholarships.

Responsibilities:

The Annual Conference Committee:

- oversees the planning and organization of the annual conference under the direction of the Executive Committee with the assistance and support of the management company.
- selects conference keynote and featured speakers with global recognition and appeal.
- designs a well-balanced offering of break-out sessions that provide multi-tiered content that is supported by theory, research, and practice.
- provides digital access to conference materials.
- edits content for social media, the AET website and the program book.
- schedules opportunities for participants to network.
- coordinates continuing education credit for allied professions.

Meetings:

The Annual Conference Committee meets every other week and weekly leading up to the national conference. Subcommittees meet to report back to the Annual Conference Committee.

Reporting:

The Annual Conference Committee reports to the Board at each meeting. The Committee provides a tentative budget to the Finance Committee prior to the adoption of the Association budget. The Chair reports to the Finance Committee to resolve financial matters including income issues of concern and expenses that fall outside of approved budget. The Chair reports all other concerns to the Executive Committee, including when the President's approval is required to bind the Association to a legal contract.

Annual Review:

The Annual Conference Committee reviews their Charter in October to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Committee are aligned. Any proposed changes to the Charter must be submitted to the Governance Committee by the end of the calendar year for approval by the Board. For Committees named in the Bylaws, any changes must comply with the Committee's description in the Bylaws. In June, the Annual Conference Committee briefly reports on the status of the responsibilities as listed in their Charter. *Adopted 3.8.2022

COMMUNICATIONS COMMITTEE CHARTER (ADOPTED 01.30.2026)

Purpose:

The purpose of the Communication Committee is to:
develop strategies to promote the field of educational therapy, the Association of Educational Therapists (AET), and its programs to the membership, potential members, and the public.
articulate, advocate, and publish information regarding the public significance of educational therapy and its contributions to educating students with learning differences or disabilities.

Composition:

The Communications Committee is headed by the Chair and includes the following subcommittees: The Educational Therapist Journal, The eNews, The Weekly Insights, social media, and the AET website.

Responsibilities:

The Communications Committee:

- acts as the hub of coordination for messaging, content creation, communication, and promotion systems within AET to provide consistent messaging for the organization that both retains current members and attracts potential members.
- provides online communication, educational tools and resources via website and social media that disseminate important information and promote relevant conferences, webinars, workshops, articles, videos, etc.
- publishes The Educational Therapist journal, eNews, and Weekly Insights.

Meetings:

The full committee meets a minimum of once a year to ensure coordination between the subcommittees and an overall understanding of the work of the committee. Subcommittee meetings are held as needed.

Reporting:

Subcommittee chairs report to the Committee Chair. The Committee Chair reports to the President and the Board.

Annual Review:

The Communications Committee reviews their Charter in October to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Committee are aligned. Any proposed changes to the Charter must be submitted to the Governance Committee by the end of the calendar year for approval by the Board. For committees named in the Bylaws, any changes must comply with the Committee's description in the Bylaws. In June, the Communications Committees briefly reports on the status of the responsibilities as listed in their Charter.

DEVELOPMENT COMMITTEE CHARTER (REVISION ADOPTED 06.21.2025)

Purpose:

The Development Committee plans and implements the Association's fundraising initiatives and oversees the recognition of donors.

Composition:

The Development Committee is composed of the Chair, President, Treasurer, Executive Director, and committee members.

Responsibilities

The Development Committee:

- plans, implements, monitors, and evaluates fundraising campaigns.
- solicits and tracks major donations.
- engages and recognizes donors.
- develops and maintains strategic relationships with partner organizations and individuals.

Meetings:

The Development Committee meets at least four times a year.

Reporting:

The Development Committee Chair reports to the President and the Board of Directors.

Annual Review:

The Development Committee reviews their Charter in October to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Committee are aligned. Any proposed changes to the Charter must be submitted to the Governance Committee by the end of the calendar year for approval by the Board. For Committees named in the Bylaws, any changes must comply with the Committee's description in the Bylaw. In June, the Development Committee will briefly report on the status of the responsibilities as listed in their Charter.

*Adopted 6.10.2023

EXECUTIVE COMMITTEE CHARTER (REVISION ADOPTED 01.30.2026)

Purpose:

The Executive Committee exercises the authority of the Board of Directors between Board meetings, subject to ratification by the Board. The Executive Committee does not have the power to amend the Articles of Incorporation or the Bylaws.

Composition:

The Executive Committee is chaired by the President and includes the Officers of the Association, who are voting members of the committee. The President may invite additional regular non-voting Board member invitees and/or guests.

Responsibilities:

The Executive Committee:

- plans and facilitates meetings of the Board of Directors, including the annual membership meeting and other meetings such as town halls, past-presidents meeting and the leadership retreat.
- identifies issues, develops resolutions, and proposes policies and procedures to improve the function of Board committees.
- establishes responsibilities and performance goals for the management company.
- evaluates fulfillment of management company responsibilities.
- ensures that Board policies are implemented faithfully.
- establishes and assesses performance goals for management company.
- seeks counsel from other Board members and committee chairs as needed.
- oversees strategic planning.
- acts between Board meetings, if needed.

Meetings:

The Executive Committee meets as needed, with a minimum of one meetings per month. The President decides the meeting calendar with input from other Executive Committee members.

Quorum and Reporting:

Quorum to vote on proposed actions is established with the participation of all five voting members of the Executive Committee. The Executive Committee reports to the Board at each Board meeting.

Annual Review:

The Executive Committee reviews their Charter in October to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Committee are aligned. Any proposed changes to the Charter must be submitted to the Governance Committee by the end of the calendar year for approval by the Board. For Committees named in the Bylaws, any changes must comply with the Committee's description in the Bylaws. In June, the Executive Committee briefly reports on the status of the responsibilities as listed in their Charter. *Adopted 5.14.2018

FINANCE COMMITTEE CHARTER (REVISION ADOPTED 6.21.2025)

Purpose:

The Finance Committee is responsible for oversight of the Association's financial affairs and fiscal policy.

Composition:

The Finance Committee is composed of the Treasurer as Chair, at least two other Directors, and other members as appointed by the Chair.

Responsibilities:

The Finance Committee:

- prepares AET's annual budget for approval by the Board of Directors.
- presents quarterly financial reports to the Board.
- monitors the financial condition of the Association.
- takes requests for unbudgeted items to the Executive Committee.
- monitors timely submission of tax returns.
- monitors regular payments and timely renewal of insurance, licenses, service marks and all other contracts.
- approves payables.
- proposes long-range financial plans for AET.

Meetings:

The Finance Committee meets a minimum of quarterly.

Reporting:

The Finance Committee Chair reports to the President and the Board.

Annual Review:

The Finance Committee will meet yearly in October to review their Charter to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Committee are aligned. Any proposed changes to the Charter must be submitted to the Governance Committee by the end of the calendar year for approval by the Board. For Committees named in the Bylaws, any changes must comply with the Committee's description in the Bylaws. In June, the Finance Committee briefly reports on the status of the responsibilities as listed in their Charter.

*Adopted 5.14.2018

GOVERNANCE COMMITTEE CHARTER (ADOPTED 05.21.2018)

Purpose:

The Governance Committee identifies individuals qualified to become members of the Board of Directors, proposes candidates to be nominated for Board positions, develops, and recommends governance guidelines to the Board, ensures compliance with the Bylaws, and performs other duties as defined by the Board.

Committee Composition:

Committee members are appointed by the President and include the Immediate Past President and a minimum of four additional BCET or ET/Professional members in good standing.

Responsibilities:

The Governance Committee:

- assesses the composition of the Board to ensure effective governance of AET.
- recruits and orients new Board members.
- serves as a nominating committee.
- presents slate of Officers and Directors to the Board for approval.
- reviews policies of the Association and recommends revisions or new policies as needed.
- reviews committee charters and recommends revisions as needed.
- reviews the Bylaws and periodically recommends revisions as needed.
- reviews Board practice and procedures.
- recognizes volunteers.

Meetings:

The Governance Committee meets a minimum of four times a year.

Reporting:

The Governance Committee reports to the President and the Board of Directors.

Annual Review:

The Governance Committee reviews their Charter in October to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Committee are aligned. Any proposed changes to the Charter must be submitted to the Governance Committee by the end of the calendar year for approval by the Board. For Committees named in the Bylaws, any changes must comply with the Committee's description in the Bylaws. In June, the Governance Committees briefly reports on the status of the responsibilities as listed in their Charter.

MEMBERSHIP COMMITTEE CHARTER (REVISION ADOPTED 01.30.2026)

Purpose:

The Membership Committee is responsible for recruitment and retention of members.

Composition:

The Membership Committee is composed of the Chair and the subcommittee chairs for Application Readers, Supervision, Continuing Education Chair, Mentorship, Student Support, and the Flex Committee.

Responsibilities:

The Membership Committee:

- proposes membership categories and criteria for approval by the Board.
- evaluates the eligibility of new applicants for Associate Educational Therapist membership.
- guides applicants and members through subsequent levels of membership.
- approves Allied Professional applications.
- Welcomes Student members.
- coordinates with the management office in assisting applicants and members with questions related to membership.
- collaborates with the Higher Education Committee to investigate and approve existing University programs that meet AET's academic requirements for Associate ET membership.
- partners with the Executive Director to retain members and grow membership.
- conducts annual continuing education audits.
- periodically reviews continuing education requirements and evaluates the appropriateness of non-AET events.
- provides support to new Associate ET members through the Mentor Program.
- Offers support to students in AET-approved educational therapy programs.

Meetings:

The Membership Committee meets a minimum of once a year to ensure coordination between the subcommittees and an overall understanding of the work of the committee.

Reporting:

Subcommittee chairs report to the Committee Chair. The Committee chair reports to the President and the full Board.

Annual Review:

The Membership Committee reviews their Charter in October to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Committee are aligned. Any proposed changes to the Charter must be submitted to the Governance Committee by the end of the calendar year for approval by the Board. For

Committees named in the Bylaws, any changes must comply with the Committee's description in the Bylaws. In June, the Membership Committee briefly reports on the status of the responsibilities as listed in their Charter.

*Revision Adopted 09.27.2019

PROFESSIONAL AND COMMUNITY CONNECTIONS CHARTER (ADOPTED 01.30.2026)

Purpose:

The purpose of the Professional and Community Connections Committee is to:

- coordinate with related professional organizations on topics and activities relevant to AET, educational therapy, and education, in general.
- engage in activities within the broader community that increase the understanding of the public significance of educational therapy and its contributions to educating students with learning differences or disabilities.
- define public policy issues relevant to the Association and to educational therapy and develop strategies to inform the AET members and the public about these issues.
- promote social justice within AET and the broader educational therapy community by investigating ways to increase diversity in the profession, provide opportunities for members to deepen their understanding of social justice issues, and explore ways to offer more equitable access to the services of educational therapists.

Composition:

The Professional and Community Connections Committee is composed of the following subcommittees: NJCLD, Professional Connections, Public Policy, and Social Justice.

Responsibilities:

The Professional and Community Connections Committee:

- advocates AET public policy positions as approved by the Board of Directors
- proposes public policy issues and positions for approval by the Board
- represents AET on the National Joint Committee on Learning Disabilities and other policy-making organizations
- develops, fosters, and maintains liaison with related professional organizations, commissions, and departments
- promotes social justice within AET and the ET profession

Meetings:

The entire committee meets at least once a year to ensure coordination among the subcommittees and a comprehensive understanding of the committee's overall work. Subcommittee meetings are held as needed.

Reporting:

Subcommittee chairs report to the Committee Chair. The Committee Chair reports to the President and the Board.

Annual Review:

The Professional and Community Connections Committee reviews their Charter in October to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Committee are aligned. Any proposed changes to the Charter must be

submitted to the Governance Committee by the end of the calendar year for approval by the Board, In June, the Professional and Community Connections Committee briefly reports on the status of the responsibilities as listed in their Charter.

PROGRAM SERVICES COMMITTEE CHARTER (REVISION ADOPTED 01.30.2026)

Purpose:

The Program Services Committee provides professional development (PD) to AET members and nonmembers in the professional community. The committee strives to ensure that PD content is evidence-based and focuses on topics relevant to the professional practice of educational therapy.

Composition:

The Program Services Committee is headed by the chair and includes the following subcommittees: workshops, webinars, regional study groups, virtual programming and continuing education for allied professionals.

Responsibilities:

The Program Services Committee:

- oversees the regional representatives who develop the content and coordinate the implementation of regional workshops with the support of the office.
- oversees the planning and implementation of webinars with clerical support from the office.
- seeks and maintains approved providerships with associations/organizations that grant CE credit to allied professionals. Ensures that format and content of PD events are aligned with the CE requirements of the providerships. Reports to the providership organizations as needed and documents the attendance of allied professional participants at the conclusion of each event.
- supports and fosters the development of study groups, including groups that meet using web-based collaborative platforms.
- gathers information from sources in the fields of education, psychology, speech and language, mental health, psychiatry, medicine, etc., and consults key members on emerging trends that impact the theoretical underpinnings and professional practice of the field of educational therapy to be used in the planning of programs.
- collaborates with the Professional Affairs Committee to ensure that PD offerings align with the needs of students and pre-service professional programs.

Meetings:

Program Services Committee meetings are held on an as-needed basis with frequency and composition determined by the chair, the subcommittee chairs, and the association manager. All subcommittee chairs of the Program Committee will meet at least two times a year.

Quorum and Reporting:

The Program Services Committee reports to the Board in writing at its meetings. The committee furnishes a tentative budget to the finance committee prior to the adoption of the Association budget. The chair reports to the Executive Committee when committee issues/concerns fall

outside the scope of routine and expected business or when the President's approval is required to bind the Association to a legal contract.

Annual Review:

The Program Services Committee reviews their Charter in June to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Committee are aligned. Any proposed changes to the Charter must be submitted to the Governance Committee by the end of the calendar year for approval by the Board. For Committees named in the Bylaws, any changes must comply with the Committee's description in the Bylaws. In June, the Program Services Committee briefly reports on the status of the responsibilities as listed in their Charter.

*Revision Adopted 03.08.22

CERTIFICATION BOARD CHARTER (REVISION ADOPTED 6.21.2025)

Purpose:

The Certification Board promotes Board Certification and monitors progress of candidates through the Board Certification process.

Composition:

The Certification Board consists of:

- Certification Chair (voting)
- AET President (voting)*
- 3 Past Presidents (voting)
- 2 At-Large Members (voting)
- Case Study Coordinator (voting)
- Best Practices Exam Coordinator (voting)
- President Elect (nonvoting)*

*All members of the Certification Board must be Board Certified Educational Therapists. In cases where the AET President or AET President-Elect is not a BCET, that individual shall reuse themselves from the Certification Board.

Responsibilities:

The Certification Board:

- Reviews the mission of the board and makes board policy decisions as needed.
- Monitors board operations including Case Study submissions, evaluations of the Best Practices Exam, and awarding of new BCET member designations.
- Addresses grievances, should they occur, by the establishment of a Review Committee.
- Promotes Board Certification.
- Interfaces with the AET Board of Directors.

Meetings:

The Certification Board meets annually and as needed in the interim.

Reporting:

The Certification Board Chair reports to the President and the Board of Directors.

Annual Review:

The Certification Board reviews their Charter In October to ensure the purpose, composition and responsibilities outlined in the Charter and the actual functioning of the Certification Board are aligned. Any proposed changes to the Charter must be submitted to the Governance Committee by the end of the calendar year for approval by the Board of Directors. For committees named in the Bylaws, any changes must comply with the Committee's description in the Bylaws. In June, the Certification Board briefly reports on the status of the responsibilities as listed in their Charter. *Previously called Certification Board Policy (name changed 10.19.2023), Supersedes September 28, 2020 adoption

PROFESSIONAL ADVISORY BOARD CHARTER (REVISION ADOPTED 01.30.2026)

Purpose:

The purpose of the Professional Advisory Board is to inspire the advancement and growth of educational therapy as a profession and bring professional credibility to the Association of Educational Therapists. Professional Advisory Board members advocate for educational therapy's national and international visibility by representing the organization in their own professional pursuits. Additionally, they may serve as counsel to the President and Board of Directors in support of their mission.

Composition:

The Professional Advisory Board members, chosen by the Chair and approved by a majority vote of the Board, are comprised of internationally recognized authorities in educational therapy and related fields. Advisory Board members may also include individuals who can support the Association in the areas of business and technology. Members serve for a term of three years without limit on subsequent reappointment and become honorary members of AET.

Responsibilities:

The Professional Advisory Board members lend their names to the Association, advise the President and Board of Directors when requested, and support all aspects of the Association when feasible.

Meetings:

The Chair corresponds periodically with the Advisory Board members as specific issues arise that would benefit from consultation. Remote meetings are held as needed.

Reporting:

The Professional Advisory Board Chair reports to the President. In June, the Chair of the Advisory Board will update the Board of Directors on the composition and recommendations of the Advisory Board.

Evaluation:

No evaluation

*Adopted 05.24.2021

**Advisory Board Members are invited to the Annual Board Retreat. And the Annual Conference.

CHARTERS TEMPLATE

NOTE: TO USE THIS TEMPLATE, INSERT THE APPROPRIATE TEXT. IF YOU DON'T NEED NUMBERING OR BULLETS, SIMPLY DELETE THOSE LINES.

NAME OF COMMITTEE (CHARTER ADOPTION DATE)

Purpose

Composition

Responsibilities

Reporting

Annual Review