AET
Committee & Board Charters

(Revised 06.26.2025)

AET Committee & Board Charters

Committee Charter Outline

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.

Annual Conference Committee Charter (revision 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

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 (ADOPTED 05.14.2018)

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 and other Board members as appointed by the President.

Responsibilities:

The Executive Committee:

- plans and monitors meetings of the Board of Directors.
- identifies issues, develops resolutions, and proposes policies and procedures to improve the function of Board committees.
- 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 four meetings per calendar year. 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 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.

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 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.

Member and Public Information Committee Charter (Revision Adopted 08.31.2021)

Purpose:

The purpose of the Member and Public Information Committee is to:

- define public policy issues relevant to the Association and to educational therapy and develop strategies to inform the public of AET and educational therapy.
- articulate, advocate, and publish information regarding the public significance of educational therapy and its contributions to educating students with learning differences or disabilities.
- coordinate with related professional organizations on matters relevant to AET and to educational therapy.
- promote social justice within AET and the profession of educational therapy.

Composition:

The Member and Public Information Committee is composed of the following subcommittees: Public Policy, National Joint Committee on Learning Disabilities (NJCLD), The Educational Therapist journal, eNews, and Social Justice.

Responsibilities:

The Membership and Public Information 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 allied professional organizations.
- publishes *The Educational Therapist* journal and eNews.
- Provides information about resources and opportunities related to social justice as it applies to educational therapy.

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 Member and Public Information 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 Member and Public Information Committees briefly reports on the status of the responsibilities as listed in their Charter.

MEMBERSHIP COMMITTEE CHARTER (REVISION ADOPTED 09.27.2019)

Purpose:

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

Composition:

The Membership Committee is composed of the Membership Director, Application Readers, Supervision Subcommittee, Continuing Education Chair, and the Flex Committee.

Responsibilities:

The Membership Committee:

- works with the Marketing and Outreach Committee to develop membership recruitment strategies.
- proposes membership categories and criteria for approval by the Board.
- evaluates the eligibility of new applicants for Associate Educational Therapist membership.
- guides Associate ET members through the process of upgrading to ET/Professional status.
- monitors Allied Professional and Student membership applications.
- coordinates with the management office in assisting applicants and members with membership questions.
- collaborates with the Higher Education Committee in investigating and approving existing University programs that meet AET's academic requirements for Associate ET membership.
- proposes measures to prevent membership decline and stimulate membership renewals.
- addresses other member-related issues that cross barriers and require universal AET attention.
- monitors submission of continuing education logs and conducts annual audits of randomly chosen members.
- Periodically reviews continuing education requirements and evaluates the appropriateness of non-AET events.

Meetings:

The Membership Committee meets annually either in person or online. Subcommittee members communicate regularly in the performance of their duties and with the Membership Director. Special meetings of the entire Membership Committee are scheduled as the need arises.

Reporting:

The Membership Committee proposes policies to the Board of Directors and reports to the Board at each quarterly meeting.

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.

OUTREACH COMMITTEE CHARTER (REVISION ADOPTED 10.15.2021)

Purpose:

The Outreach Committee promotes the field of educational therapy, the Association of Educational Therapists (AET), and its programs to the membership, potential members, and the public.

Composition:

The Outreach Committee is headed by the Chair and includes the following subcommittees: Mentoring, Student Support, and Social Media/Website.

Responsibilities:

The Marketing and Outreach 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.
- promotes the high standards of training and expertise of the members of the Association of Educational Therapists.
- provides online communication, educational tools and resources via the website and social media that promote relevant conferences, webinars, workshops, articles, videos, etc.
- collaborates with other AET committees to promote the value of the Association of Educational Therapists as a professional membership organization, as well as to retain current membership and to attract new members.

Meetings:

The full committee meets a minimum of once a year in person or online.

Reporting:

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

Annual Review:

The Outreach Committee reviews 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 strategic plan, updated yearly, evaluates the performance of the Committee. In June, the Outreach Committee briefly reports on the status of the responsibilities as listed in their Charter.

Professional Affairs Committee Charter (Adopted 05.30.2018)

Purpose:

The Professional Affairs Committee defines the scope and ethical standards of educational therapy practice; develops curricula standards for graduate-level educational therapy training; and develops and publishes results of educational therapy research.

Composition:

The Professional Affairs Committee is composed of the Committee Chair and the chairs of the Higher Education, Research, and Scope of Practice/Ethics subcommittees.

Responsibilities:

The Professional Affairs Committee:

- develops professional standards.
- identifies and disseminates educational therapy best practices and research.
- collaborates with and supports training programs leading to a Master's degree or Certificate in Educational Therapy.
- promotes the implementation, support, and acceptance of professional standards by AET members and ET practitioners in general.
- develops policy regarding the development and support of educational therapy training programs.
- establishes academic requirements for Associate ET membership.
- promotes research on the effectiveness and efficiency of educational therapy.
- defines ethical standards of educational therapy practice.
- oversees adherence to the Code of Ethics.

Meetings:

The Professional Affairs Committee meets a minimum of twice a year.

Reporting:

The Professional Affairs Committee reports to the President and to the Board of Directors.

Annual Review:

The Professional Affairs 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 Professional Affairs Committee briefly reports on the status of the responsibilities as listed in their Charter.

Program Services Committee Charter (Revision Adopted 03.08.2022)

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. An annual meeting, combining all subcommittees, takes place at the national conference or online.

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.

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 (05.24.2021)

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

*Advisory Board Members are invited to the June Board Retreat.

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