



**Illinois Society of Oral and Maxillofacial Surgeons
ISOMS Education Programs – Administrator Responsibilities**

Responsibilities of the Education Program Administrator include:

Responsibility for the planning and conducting of the educational programs approved by the ISOMS Program Chair(s) with the approval of the ISOMS Executive Council.

The Program Administrator

Will consult with the Program Chair(s) and the ISOMS Executive Council, when appropriate, for periodic review of program goals, topics, and evaluation of the quality of the programs,

Will maintain records of communications including instructor qualifications and communications, articles published, program announcements, objectives, evaluations or any surveys with respect to the programs and attendance,

Will be responsible for program planning, reviewing and signing any appropriate contracts with hotels and banquet facilities, ensuring conflict of interest statements or appropriate disclosures are signed, if applicable,

Will be responsible for monitoring program attendees' compliance with sign in and sign out before, during and after a program,

Will not accept commercial support of the program speakers,

Will not loan or share the organization's logo or letterhead to other organizations seeking co-sponsorship of any program without the consent of the Executive Council and any organization offering co-sponsorship to provide CE or CME,

Will supervise the activities of any administrative assistant(s) who help plan or staff the program,

Will be responsible for assuring that the program complies with the Standards/Criteria of the Society and of any organization through which ISOMS may be seeking Continuing Education Credits and Continuing Medical Education credits including the submission of any required documentation of procedures related to the program, and will not issue credit hours for any portion of a program for which the member or registered guest was not in attendance.