



## Continuing Education Committee

### Applicable Bylaws:

Article III  
Article IXX

Purpose  
Standing Committee

### Committee Function:

1. Provide quality affordable continuing education to the practicing land surveyor to broaden and refresh the land surveyor's knowledge base and to enable the land surveyor to meet Iowa's continuing education requirements.
2. Select short courses topics from those provided by ACSM, SLSI surveys or other sources.
3. Coordinate short course program with instructor and meeting facility:
  - a. Determine fee for presentation including travel, lodging and expenses.
  - b. Determine if fee includes handouts.
  - c. If fee does not include handouts, determine who is responsible for copying and distribution.
  - d. Make lodging arrangement if necessary.
  - e. Work with state office in creating mailer to promote program.
  - f. Arrange for adequate meeting space to accompany expected attendance.
  - g. Coordinate meals (provide meal guarantees) and coffee breaks with meeting facility.
  - h. Arrange for necessary audio-visual equipment.
  - i. Provide a method for documenting continuing education units for participants.