

**Massachusetts Association of Registered Nurses
Continuing Education Committee
Approver Unit
Role Responsibilities**

Chairperson

January 1, 2007

Reviewed, January, 09

Reviewed: March, 2010

Will insure that the activities of the CEC/Approver Unit support the mission of our parent organization; MARN.

Will communicate with the MARN Board of Directors as required and as necessary via formal reports and ongoing interactions.

**Will act as chairperson of the monthly CEC/Approver Unit meetings;
will create and follow an agenda
will insure that minutes are recorded, distributed and filed**

Will work in concert with the Nurse Peer review Leader in insuring that all activities of the approver unit are in compliance with the criterion of the ANCC.

Will be involved with the approver unit evaluation/outcomes activities.

Will submit an annual budget for approval to the MARN BOD and insure that all activities of the Committee are fiscally responsible and within budget.

Will work with the NPRL and the CEC staff person to insure ongoing communication with potential and actual providers and sponsors of ANCC approved continuing nursing education.

Will be intimately involved with the annual provider /sponsor forum

Will be involved with ongoing marketing plans and activities.