

San Francisco Neurological Society

CME Committee Responsibilities

- Planning of CME activities
- Review of materials or slides prior to a CME activity
- Overview of policy and procedures of CME Program
- Peer review when needed on various topics such as speaker selection, topic selection, needs assessment of CME activities, etc.
- Analysis of CME activities after review of evaluation summaries

PER SFNS BYLAWS:

7.02 *Continuing Medical Education Committee.* A Continuing Medical Education Committee shall meet four times per year to plan continuing medical education 6 activities and foster scholarly activity in the neurosciences. The committee shall be comprised as follows:

7.02.1 *Director of Medical Education.* A member of the Society appointed by the President in accordance with California Medical Association procedures and approved by the Board shall serve as the Director of Medical Education and Chair of the Continuing Medical Education Committee. The Director of Medical Education shall serve a four-year term.

7.02.2 *Members of the Continuing Medical Education Committee.* Members of the Continuing Medical Education Committee shall be the current President and President-Elect as well as other Active, Emeritus or Associate members of the Society in good standing who may be appointed by the President upon consultation with the Director of Medical Education. Members shall serve oneyear terms. The total number of members of the Continuing Medical Education committee shall be determined each year by the Director of Medical Education, with the approval of the Board, in order to best suit the needs of the Society at that time

7.02.3 *Continuing Medical Education Budget.* The budget for the continuing medical education program shall be maintained separately from the general budget of the Society. The Secretary-Treasurer shall be charged with maintenance of the continuing Medical Education Budget.