



## Artificial Intelligence (AI) Committee Job Description

<b>Alliance Vision</b>	To advance continuing education in the health professions.
<b>Alliance Mission</b>	To promote best practices in continuing professional development by empowering the community of health education professionals.
<b>Committee Purpose</b>	The purpose of the AI Committee is to guide the Alliance in navigating the evolving landscape of Generative AI and its applications in continuing education for healthcare professionals. The committee will leverage the expertise of industry leaders, educators, and researchers to develop forward-thinking positions, create leading-edge content, and produce scholarly work focused on GenAI.
<b>Committee Role</b>	Collaborate with committees, sections, membership, Board of Directors, and staff liaisons to address key strategies, challenges, and needs, providing guidance, support, and education related to AI.
<b>Committee Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide guidance and direction to the Alliance on navigating GenAI and its applications in continuing education for healthcare professionals.</li><li>• Develop forward-thinking positions, content, and scholarly work focused on GenAI.</li><li>• Ensure that the Alliance Board's guidance document on AI remains relevant and effective in addressing the evolving landscape of AI technologies and their ethical implications, the document will be reviewed and updated on a regular basis by a designated committee.</li><li>• Serve as a resource for Alliance members on the latest advancements, best practices, and potential challenges related to AI in health professions education.</li><li>• Develop and implement strategies, in collaboration with the Professional Development Committee to leverage artificial intelligence for enhanced learning outcomes and improved educational delivery within continuing health professions education.</li><li>• Foster collaboration and knowledge exchange between academic institutions, industry partners, and healthcare organizations regarding GenAI in continuing education.</li></ul>
<b>Scope of Authority and Lines of Accountability/ Decision Tree</b>	<ul style="list-style-type: none"><li>• The Committee will seek to make decisions through consensus.</li><li>• The Chair will make a diligent effort to engage all members in decisions.</li><li>• Decisions/recommendations of the group should be presented to the Board Liaison for review and final approval by the Board of Directors.</li></ul>
<b>Committee Leadership</b>	<ul style="list-style-type: none"><li>• Committee shall have the officer positions of Vice Chair, Chair, and Past Chair.</li><li>• Officers shall serve a 1-year term in each position, progressing from Vice Chair to Chair to Past Chair, for a total leadership commitment of 3 years on the committee.</li><li>• The Vice Chair shall shadow the current Chair to learn the role and responsibilities. After serving 1 year, the Vice Chair shall then ascend to the position of Chair.</li><li>• The Chair shall lead the committee, facilitate meetings, guide the committee's priorities and initiatives, and serve as the main point of contact. After serving 1 year, the Chair shall then transition to the role of Past Chair.</li><li>• The Past Chair shall assist the new Chair to ensure continuity of leadership and provide guidance and mentorship during the transition.</li></ul>

<b>Committee Composition</b>	<ul style="list-style-type: none"> <li>• The committee is comprised of one committee chair, one vice chair, one past chair and up to fifteen committee members, who represent the majority of the Member Sections.</li> <li>• Each Committee member shall serve two-year terms, with a limit of two consecutive full terms.</li> <li>• The terms will be staggered.</li> <li>• Terms commence immediately following the Annual Conference.</li> <li>• The committee chair appoints committee members through the Call for Volunteers process.</li> </ul>
<b>Desired Qualifications of Committee Members</b>	<ul style="list-style-type: none"> <li>• Must be a member in good standing with a desire to advance the mission of the Alliance.</li> <li>• Demonstrated a strong record of working collaboratively as part of a team.</li> <li>• Demonstrated ability to prioritize workload, meet deadlines, and complete assignments.</li> </ul>
<b>Time Commitment and Expectations</b>	<ul style="list-style-type: none"> <li>• Approximately 1-4 hours per month to include monthly meetings.</li> <li>• Attend and contribute to AI Committee meetings, review all meeting materials in advance, and comply with timelines and deadlines.</li> <li>• Volunteer at the Alliance membership booth at Alliance events.</li> <li>• All committee members are expected to sign a non-disclosure agreement. This agreement details the guidelines for data collection, confidentiality, and intellectual property ownership.</li> </ul>