



ASPMN® Conference Planning Committee

Purpose of Committee: The Conference Planning Committee, working with Executive Management, produces an Annual National Conference for the membership.

Membership: The Conference Planning Committee accepts new members with a maximum of 10 members serving on the Committee at any given time. The Treasurer will serve as board liaison to the Committee.

The Planning Committee will have two tracks. A basic or general track and an advanced track.

The general track will focus on material useful for all members, such as new research, updates and advocacy/policy issues. In addition, programs that are basic and attractive to new participants or clinicians new to pain management practices will be considered.

The advanced track will provide programs appealing to advanced practice nurses such as Nurse Practitioners, Nurse Anesthetists, and pain service managers/directors.

Important Traits for Conference Planning Committee Chair:

- The Chair of the Planning Committee must have previously served on the Conference Planning Committee
- Demonstrate enthusiasm for the Committee's work
- Organize, attend and facilitate the meetings/conference calls of the Committee
- Communicate in a timely and reliable manner with the President, the Board, the Executive Staff and the Committee members
- Provide strong leadership for the committee members and delegate appropriately.
- Seek creative solutions from membership to address projects and challenges.

Chair(s) of the Conference Planning Committee: *Term of Office, 2 years*

The Committee Chair is appointed by the Board of Directors. The Committee will have a Co-Chair also appointed by the Board of Directors. Both will work in tandem with Executive Management to produce the National Conference for the ASPMN® membership.

With the recommendation of the Board of Directors, the Co-Chair will be the Chair of the following year's Conference Planning Committee and a new Co-Chair will be appointed.

The Chair and Co-Chair will serve a general track coordinator and an advanced practice track coordinator. The Chair, Co-Chair and Board Liaison will determine each position. Whenever possible the new Co-Chair will alternate between a general coordinator and an

advanced practice coordinator. (If either the Chair or Co-Chair is not an advanced practice clinician a resource ASPMN® member will be appointed by the Board's to provide guidance).

All responsibilities listed below are performed in collaboration with the Executive Director and with the assistance of the management team.

- * Preparation of a budget for the meeting (Staff).
- * Procurement of meeting facilities (Staff).
- * Meeting program.
- * Enlistment of speakers/moderators, workshop/seminar coordinators, exhibitors, volunteers, etc.
- * Financial management (Staff).
- * Publicity. (Coordinate with Media taskforce/liaison)
- * Social events. (Coordinate with Local Chapters or members)
- * CE approval.

All meetings must be booked two to three years in advance. The Board of Directors instructs the Executive Office to begin the process for determining future sites for the National Conference. The meeting site is selected by the Board. It is preferable that meetings be held in September, avoiding holidays, national and religious, if possible.

The Chair must assist and maintain close contact with the Executive Office staff. A planning calendar with monthly and weekly deliverables will be supplied by the Executive Office to the Committee. The ultimate responsibility of meeting the deadlines of the Committee is the Chair's responsibility.

The financial responsibilities before, during and after the meeting will primarily belong to the Executive Director and Meeting Manager with confirmations of expenses and revenues by the Chair. The President reviews and signs any contracts.

SCHEDULE OF ACTIVITIES

October - December

- Work with the Executive Office to prepare the Call for Presentations and Call for Posters to begin in October and commence the end of November.
- Together with Conference Planning Committee, develop a potential program. Establish/work with the committee to learn of potential local speakers, local attractions for tours, and local volunteers.
- With the help of the Executive Director and/or Association Manager, develop a projected operating budget for submission to the Board. The Board MUST approve both the program and the budget. Current policies regarding honoraria, accommodations, and travel expenses for speakers and incentives for volunteers must be followed.
- Solicit speakers and seminar/workshop coordinators. Invite commercial exhibitors. Work with the Education Director to establish and approve CEs for the program.
- Contact local chapter to be included in possibility of planning local activities.
- Submit announcements to the Journal regarding the meeting.

- Confirm speakers and other meeting participants.
- Provide a copy to the Executive Director to send meeting announcements to the membership.

January - March

- With the help of the Executive Director and Management Company Publications Department, suggest designs for a meeting artwork and theme.
- See that the Executive Office mails brochures to all ASPMN[®] members by mid-April.
- The National Conference will be publicized with announcements in journals and publications of other organizations working with Executive Office and Director in charge of public relations.

April - May

- Work with the Executive Office to prepare the necessary information for program approval for the National Conference to determine the Continuing Education (CE)
- Organize volunteers for the days of the meeting for registration tables, to assist exhibitors, etc.
- Arrange moderators for scientific sessions.
- Arrange for volunteers to introduce speakers and facilitate announcements while on site.

During Meeting (September)

- Maintain constant communication with Executive Staff.
- Be prepared to introduce the President and facilitate the Welcome Session for the general membership.
- Ensure that all seminars/workshops are staffed with volunteers and that all needs of presenters are met.
- Personally thank all speakers and exhibitors.

October – November

- Following the meeting, confirm the payment by the Executive Director of all outstanding bills. A final report of the meeting should be submitted to the Board.
- Send letters of appreciation to committee members, speakers, sponsors and exhibitors.
- Evaluate the meeting evaluations and give a list of suggestions to the next Chair.
- Contact local chapter of next years meeting to begin publicity for upcoming meeting.

Co-Chair of the National Conference

- Along with assisting the Chair of the National Conference with the duties for the current year meeting, the Co-Chair should begin the planning of the next year's meeting. This includes determining a logo, beginning the development of local contacts and starting publicity on this upcoming meeting.

Committee Member

POLICY: The Committee Member's term of office is for 3 years. The committee member's term of office is renewed annually based on their submission of a "Willingness to Serve" form along with fulfilling the guidelines set forth by the Committee. Committee members must be active members of ASPMN®.

Procedure:

The Committee Member is responsible for and has commensurate authority to accomplish the following duties:

- The Committee Member must participate in 75 % of conference calls per year.
- Support the Committee by actively contributing in activities outlined by the program chair and Executive Office. Expected to participate in assigned duties on site at the conference.
- Completes assigned activities and submits required materials in the designated timeframe.
- Participates in developing goals and objectives for future activities/projects.
- Displays professional behavior and supports the goals and mission of the Committee and that of the Association.

Incentives:

If all policies for each member are met, the Committee member is granted a complimentary registration for the conference. Pre-Conference Workshops and any other social activities must be paid for by the Committee Member.

If a Committee Member does not meet the criteria set forth by the policies, the Committee Chair will report the information to the Board of Directors. Upon examination of the information submitted, the Board of Directors will determine if the incentive of complimentary registration is to be withheld.