



673 Potomac Station Drive, # 801 • Leesburg, VA 20176 • 571-831-2503 • info@aspmn.org

Conference Program Planning Committee

Purpose of Committee

The Conference Planning Committee, working with the Executive Office, produces an annual National Conference for the membership.

Membership

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

Important Traits for Conference Planning Committee Chair

- The Chair of the Conference 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 Office 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, two (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 the Executive Office 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 Program Planning Committee and a new Co-Chair will be appointed.

All responsibilities listed below are performed in collaboration with the Education Program Coordinator with the assistance of the Executive Office Staff.

- Preparation of a budget for the meeting (Staff)
- Procurement of meeting facilities (Staff)
- Meeting program
- Enlistment of speakers/moderators, workshop coordinators, exhibitors, volunteers, etc.
- Financial management (Staff)



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- Publicity (Coordinate with Staff)
- Social events (Coordinate with Local Chapters or members)
- CE approval (Staff)

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, Meeting Manager and Education Program Coordinator with confirmations of expenses and revenues by the Chair. The President reviews and signs any contracts.

During Meeting (September)

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

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.