



## **Annual Meeting Planning Committee Job Description**

### ***Purpose of Committee***

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The role of the Committee is to define the theme of the meeting, determine content for each session, and recruit speakers. In most cases, individual members of the committee will take responsibility for individual sessions by identifying panelists, serving as their contact, and working with them to develop the session. The Committee is also responsible for identifying and contacting potential sponsors and sponsorship opportunities. Reviewing and selecting posters, papers, and other proposals is also an important role of the Committee. **Committee members must attend the Annual Meeting and be present at the opening session to be recognized.** In addition, members may be asked to assist with staffing sessions.

### ***Role of Chairs***

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#### **Planning Co-Chair**

The role of the Planning Co-Chair includes keeping the committee on schedule (see recommended timeline), setting planning committee meeting dates, creating meeting agendas with staff, assigning tasks within the committee, and following up on tasks.

#### **Program Co-Chair**

The Program co-chair is responsible for identifying and recruiting speakers, liaising with speakers prior to the meeting to ensure their understanding of the audience and meeting theme, and assisting the education sessions planning group in aligning sessions to the meeting theme.

#### **Sponsorship Co-Chair**

The Sponsorship co-chair is responsible for identifying and soliciting sponsorship from national and local corporate entities as well as AUPHA member programs and supporters.

### ***Role of Member***

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- Attends via conference call the meetings called by the Chair.
- Helps in development of theme and general meeting direction.
- Serves on at least one sub-committee responsible for Sponsorship, Posters, or Education Sessions.
- Identifies extramural activities for meeting attendees.

## Terms of Office

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The term of office is for one year, running from July through June.

## Timing and Frequency of Meetings

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There will be bi-weekly conference calls between August and December, then monthly calls thereafter as needed. Committee members are expected to attend all full committee meetings and all meetings of the sub-committee to which they are assigned. *Members missing more than 3 meetings will be removed from the Committee.*

## Annual Meeting Tasks and Roles

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### Theme Development

**July-August**

- **Professional Development Committee** develops theme for meeting
- **Staff** develops meeting title, logos, and graphics around theme of meeting

### Format of Agenda

**August-September**

- **Staff** develops overall format of agenda (start and end times, timing of general sessions and breakouts, networking functions, etc.)
- **AMPC & Staff** determine the types and format of sessions
- **Staff** secures appropriate meeting space for agenda
- **Staff** coordinates outside requests for space at meeting

### Speaker Selection

- **AMPC** selects and recruits speakers
- **Staff** follows up with speakers by letter with logistical information
- **AMPC** member may be asked to host speakers on site

**August-October**  
**October-December**

### Program Production

- 2014 Exhibitor/Advertising Contract
- Deadline for all program book sponsors, text and changes

**December**  
**March**

## Sponsorship and Exhibitors

### Member Program Sponsors

- **Staff/Sponsorship Subcommittee** identifies programs and contacts them by letter **October**
- **Staff** contacts programs **November**
- 2014 Sponsorship Package Contract **November**
- 2014 Exhibitor/Advertising Contract **November**
- **Staff** coordinates logistics with sponsoring programs **February/March**
- Payment, camera-ready artwork for advertisements in onsite Program book **March**

### Other Sponsors and Exhibitors

- **Board, AMPC, and Staff** identify other potential sponsors and exhibitor **September**
- **Staff** creates sponsorship materials **September**
- **Board** and **AMPC** make contacts **October - January**

- **Staff** follows up with invoices and handles logistics **Ongoing**

### **Promotion**

- **Staff** develops brochure, program, and electronic promotional pieces **December - June**
- **Staff** distributes promo to AUPHA, Academy Health, and ACHE mailing lists **November**
- **AMPC** generates ideas for additional distribution **December**

### **Education Sessions**

- **Staff** sends out Call for Sessions, collects proposals **September/October**
- **AMPC** subcommittee reviews proposals and selects sessions **November/December**
- **Staff** sends logistical information to presenters. **February**

### **Posters**

- **Staff** sends out Call for Posters, collects abstracts **September/October**
- **AMPC** subcommittee reviews abstracts and selects posters **November/December**
- **Staff** sends logistical information to presenters **February**

### **On-Site Staffing**

- **Board** attends Board Meeting, hosts general sessions, and conducts Business Meeting
- **AMPC** may be asked to help staff breakout sessions and host guest speakers
- **Staff** handle registration, check each room before sessions, oversee food and beverage functions, direct speakers and participants, troubleshoot, etc.