

Organizing Committee Roles & Responsibilities

Conference Planning Quicksheet for Chapter Leaders

Purpose:

This quicksheet helps chapter leaders clearly define roles, assign responsibilities, and distribute workload when planning a chapter conference. Use it as a planning tool, recruitment aid, or reference during committee meetings.

Conference Leadership

Conference Chair / Co-Chair

Primary Focus: Overall leadership and coordination

Key Responsibilities:

- Serve as the primary liaison between the Conference Organizing Committee and AMPP staff
- Recruit and appoint committee members
- Establish planning milestones and ensure deadlines are met
- Guide decision-making and keep the committee aligned with event goals
- Provide oversight without managing every detail

Ideal Skills:

- Organization and leadership
- Clear communication
- Ability to delegate and follow up

Technical Program

Technical Chair / Co-Chair

Primary Focus: Program quality and balance

Key Responsibilities:

- Develop a well-balanced, high-quality technical program
- Oversee abstract selection and session planning

- Coordinate scheduling of presentations once the program is finalized
- If partnering with HQ, collaborate with AMPP staff on abstract, paper, and presentation management

Ideal Skills:

- Technical expertise
- Attention to detail
- Experience with presentations or conference programs

Technical Committee Members / Session Chairs

Primary Focus: Session execution and speaker support

Key Responsibilities:

- Support the Technical Chair in ensuring high-quality sessions
- Review and approve abstracts, papers, and presentations
- Manage presentation order within assigned sessions
- Serve as point of contact for speakers during sessions

Ideal Skills:

- Subject matter knowledge
- Strong communication
- Ability to manage timelines and speakers

Exposition & Sponsorship

Exposition / Sponsorship Chair

Primary Focus: Revenue generation and exhibitor experience

Key Responsibilities:

- Lead the sale of exhibition booths and sponsorships agreed upon by the committee
- Identify potential sponsors and exhibitors
- If partnering with HQ, collaborate with AMPP Sales staff on outreach and contact lists
- If partnering with HQ, work with AMPP Exhibits and Sponsorship staff to manage:
 - Contracts
 - Deliverables
 - Floor space selection
 - Exhibitor registration

Ideal Skills:

- Relationship-building
- Sales or business development experience
- Strong follow-up and organization

How to Use This Quicksheet

- Assign roles early in the planning process
- Share role descriptions with volunteers before they commit
- Use as an agenda guide for your first committee meeting
- Adjust roles as needed based on event size and chapter resources
- Remember: one person may hold multiple roles for smaller events



Pro Tip:

- ▶ You don't need a large committee to run a successful conference—you need **clear ownership**. Every responsibility should have a name next to it.