

Life Jacket Association

Committee Charter

Annual Meeting Planning Committee

Committee Type

Administrative Committee of the Association

Purpose

The purpose of the Annual Meeting Planning Committee is to assist the Board of Directors in the fulfillment of the Association's mission and to work collaboratively with the board and staff to plan and execute a successful annual meeting that meets the needs of LJA members, stakeholders, supporters, and vendors. The committee will focus on developing high-quality content, securing engaging speakers, and identifying and securing sponsors.

Scope of Work

The Annual Meeting Planning Committee is responsible for the following:

- Planning and executing the annual meeting within the limitations of the board-approved budget.
- Developing the program, ensuring that the content is relevant and meets the needs of LJA members.
- Identifying and securing engaging speakers.
- Ensuring that the agenda is made available following a timeline that considers planning and travel approval requests needed for member and vendor travel.
- Identifying and securing sponsors for the meeting, ensuring a successful and well-supported event.
- Planning any special or off-site events in coordination with the meeting.
- Developing recommended policies and procedures related to the planning and execution of the annual meeting to be approved by the board.

Composition

The committee shall consist of no fewer than three members and no more than 10 members.

Leadership Structure

- The President of the Association shall appoint all committee chairpersons not later than the first meeting of the board following the conference at which elections are conducted (Bylaw IV. Section 3.)

- The chair is responsible for convening meetings, setting agendas, facilitating discussion, and ensuring effective communication between the committee and the full board. The chair also leads the annual evaluation of committee effectiveness and is responsible for delivering updates and reports to the board.

Membership

- Committee memberships shall be approved by the board.
- The committees shall be comprised of Association members eligible for committee membership under the terms of Bylaw II, Section 1.
- Diversity of experience and perspective in committee composition should be taken into consideration to support effective governance and innovation.

Decision-Making Process

Decisions of the committee shall be made by a simple majority vote of the voting members present at a meeting.

A quorum, defined as a majority of committee voting members, must be present to conduct official business. Regular attendance and active participation are expected of all committee members.

Reporting Requirements

The committee shall report to the board on a regular basis and shall provide updates on the status of conference planning.

Meeting Frequency

The committee shall meet at least quarterly, with the expectation that the need for additional meetings will increase leading into the annual meeting. Additional meetings may be called by the Chair as necessary.

Additional Information

This charter is intended to complement the Association's overarching policy on committees of the Association. In the event of any inconsistency or conflict between this document and the Association's policy on committees of the Association, the latter shall take precedence with the ultimate authority being the Association Bylaws.

Review and Amendments

This charter shall be reviewed annually by the committee with recommended changes submitted to the Board of Directors for approval. Amendments require a majority vote of the board.

Adoption

This charter was approved and adopted by the Board of Directors on 10/28/25.