ANNUAL MEETING COMMITTEE CHARTER
Approved

Purpose

The Annual Meeting Committee (hereafter "Committee") shall be responsible for the program and all other aspects of the annual meeting.

Membership

The Committee shall be co-chaired by the President and another individual selected by the Board. This second co-chair serves for a three-year term. The Committee shall include the Executive Director and be composed of additional members in good standing selected by the co-Chairs, each serving for a three-year term with approximately one-third of committee members rotating off each year. The total number of members shall be sufficient to represent the breadth of expertise needed to organize the meeting program. The co-Chairs may create subcommittees as needed to complete the work of the committee.

Authority

The Committee is established by the Bylaws and has no power or authority to act on behalf of the Board outside of responsibility to make decisions regarding the program and logistics of the annual meeting, including, but not limited to, food, vendor, and space contracts and logistics.

Duties and Responsibilities

The Board appointed co-Chair shall be responsible for serving on the Advisory Council, and overseeing the functions of the committee. The co-chairs of the Committee typically maintain responsibility for running the program meeting but may delegate the responsibility and any other responsibilities related to the meeting.

The Secretariat maintains on-going planning efforts to negotiate contracts, logistics, and requirements with venues well in advance of each Annual Meeting and to facilitate smooth interactions with the venue staff.

The co-chairs and Secretariat jointly maintain a guidance document containing a list of specific actions needed to organize the meeting (e.g., revise and publish call for abstracts, review abstract submissions), along with assigned responsible parties and suggested deadlines for the same.

Meetings

The Committee will meet monthly and no less than biannually, including at least one in-person meeting to plan the Annual Meeting. Committee decisions will be made by a majority vote of members present at the meeting, or voting electronically between meetings, as appropriate.

Reporting

The Committee will produce a quarterly written report, which will include details of Committee discussions with documented recommendations and decisions. These reports will be completed no less than one week before each Advisory Council meeting and forwarded to the Committee membership and the Board designate for proper filing. All committee reports, to the extent not confidential, will be made available to the Advisory Council. The Committee should also provide regular updates to the communications contractor so that the membership can be apprised of the Committee work via regular internal communications.

Evaluation

The Committee will annually review the charter and propose changes to the Board as appropriate.

Board Liaison

The President-elect will serve as the Board Liaison, providing a direct link between the Board and the Committee.

Charter Record	
Written or modified by:	Approved by the Board on: July 18, 2025
Unknown	June 2006
David Johnson, Seth Guikema, Jackie MacDonald Gibson	TBD