**COMMITTEE CHARTER**

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| **COMMITTEE NAME:** | **Conference Planning Committee** |
| **DATE ESTABLISHED/REVISED:** | **Charter Created 11/2024** |
| **SPONSORING GROUP:** | **Indiana Association of Clinical Nurse Specialists (IACNS)** |
| **PURPOSE OF THE COMMITTEE IS:** | * **Serves as oversight for all planning related to the Annual Conference, Pharmacology Conference, and other offerings (e.g., webinars)** * **Serves as a conduit for communication between the IACNS Planning Committee and the IACNS Board of Directors** * **Ensure offerings align with IACNS’ mission, vision, and purpose, and member needs** |
| **The Committee Shall:** | * **Chair and Co-Chair positions will be determined through collaboration with the previous Chair and Co-Chair, the Board of Directors (BOD), and the IACNS organization** * **Consist of a minimum of three members** * **Members will maintain active membership in IACNS**   + **National Association of Clinical Nurse Specialists (NACNS) active membership is preferable** * **Members will attend ≥75% of scheduled meetings** * **Member behaviors will be aligned with IACNS's mission, vision, and purpose** * **Members will communicate their intended resignation from the committee at least two months in advance** * **Removal from the committee may occur if the BOD deems it is in the best interests of IACNS** |
| **Deliverables/Goals** | * **Main Deliverables**   + **Annual Conference in November (timing can change per BOD approval)**   + **Annual Pharmacology Conference in June (timing can change per BOD approval)**   + **A minimum of 3 additional offerings (e.g., Webinars)** * **Goals**   + **Provide IACNS members events that align with the IACNS Strategic Plan and the needs of members**   + **Increase member participation by offering the main deliverables above, ensuring they are relevant and beneficial by collecting feedback.** |
| **Scope:** | * **Annual Conference**   + **Determine needs of members for the year, align with NACNS** * **Pharmacology**   + **Determine the needs of members** * **Webinars**   + **CNS Exemplars from Indiana** |
| **Core Team:** | * **Chair**   + **Term- Serves at least one year in the position**   + **Provides report at a routine dinner/business meeting, may delegate to another committee member as needed** * **Co-Chair**   + **Term- Serves at least one year in the position**   + **Supports Chair in planning meetings, minute taking, reporting out as needed**   + **Assists with CE work- may delegate to another member as needed** * **BOD Treasurer**   + **Term- Serve on committee as long as term for Treasurer**   + **Reports out and manages budget for conferences and other offerings**   + **Provides payments to speakers as needed**   + **Supports vendor agreements for conferences** * **Other member positions for the committee will be determined on a volunteer basis from the IACNS Organization** |
| **Meetings:**  **Frequency, Time, and Place** | * **Frequency: Monthly**   + **Meeting frequency may increase depending on needs** * **Time: To Be Determined by the group** * **Place: Webex/Microsoft Teams** |
| **Meeting Procedures:** | * **Agendas to be out three days in advance** * **Call-in number and/or virtual option will be provided** * **IACNS Teams Page will be provided for all agenda, minutes, and presentations** |
| **Reporting:** | * **Chair and/or Co-Chair will report to BOD** * **Treasurer reports updates to and from BOD** * **Members will report on any delegated tasks to the committee** |
| **Review and Changes to Charter:** | **The Committee will review the charter every two years (with the review of bylaws) and make changes accordingly.** |

Revised 11.13.24