**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**
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| **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**
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| **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.**
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| **Scope:** | * **Annual Conference**
	+ **Determine needs of members for the year, align with NACNS**
* **Pharmacology**
	+ **Determine the needs of members**
* **Webinars**
	+ **CNS Exemplars from Indiana**

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| **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**
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| **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**
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| **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**
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| **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**
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| **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