

***AARMR Annual Conference Committee Charter***  
*(approved by the Board of Directors on 11/02/2021)*

*Mission*

The purpose of the Annual Conference Committee is to plan and direct the operation of the AARMR Annual Conference.

*Authority and Responsibilities*

The Annual Conference Committee shall:

1. Communicate with AARMR members to identify topics of interest. The Committee may use member surveys, results from previous conferences and other means to gather information.
2. Develop an agenda, including topics, moderators, speakers, and, when appropriate, conference tracks.
3. Ensure that conference speakers uphold standard for quality sessions. The Committee may set conference standards, have final say on speakers and presentation topics and may require speakers to provide presentation content in advance for review and approval.
4. Support staff with site logistics.
5. Assist staff in preparation of budgets at the appropriate time.

*Review of Charter*

This charter shall be reviewed and re-evaluated by the Annual Conference Committee at least once every five years, and any proposed changes shall be submitted to the Board for approval.

*Membership*

The Annual Conference Committee shall consist of all Board members and any General Member approved by the Board for participation. General Members shall serve on the Committee until the end of the Annual Conference, unless removed sooner. The President, in consultation with the

Board, shall appoint one or more Annual Conference Committee Chairs, as there may be more than one chair appointed.

#### *Staff Designee*

The Board may appoint a staff member to the committee as necessary to improve the functioning of the Board or Committee.

#### *Meetings*

The Annual Conference Committee will meet at least once per year and as often as an Annual Conference Committee Chair deems necessary. A quorum of any meeting of the Annual Conference Committee will consist of a majority of its voting members. Committee members may participate in-person, via teleconference or via electronic conference.

#### *Agenda, Minutes and Reports*

No agenda or minutes are required for this Committee. The Executive Director shall work with the Committee Chair to prepare appropriate reports of Committee activity, including, at least, a periodic report for the Board on Committee progress.