



Conference Planning Committee Charter

PENS' General Committee Structure and Function

- PENS Committees respond to the direction of the board by deliberating the best way to accomplish a task; they explore options and make recommendations for board action. Committees have the following functions:
 - Oversight of current programs
 - Evaluation of current programs for usefulness
 - Recommendation of activities and initiatives for board consideration
 - Exploration and development of new programs and products in response to board charges

- Committees meet via conference call and in person at the annual conference.

Conference Program Planning Committee's Purpose

Through its work, the PENS Conference Program Planning Committee provides excellent opportunities for pediatric endocrinology nurses to network with colleagues, gain knowledge, obtain contact hours, and to interact with representatives from industry.

Chair's Responsibilities

- Work with staff to set the agenda for each call or meeting
- Hold a minimum of monthly conference calls with committee members lasting 30-60 minutes on average
- Determine when to cancel a scheduled meeting or convene an unscheduled meeting
- Preside over all meetings and conference calls
- Delegate tasks to committee members
- Provide reports to the Board as required
- Submit annual reports to the membership in conjunction with the annual conference
- Approve correspondence sent on behalf of the committee
- Hold a pre-conference meeting with all committee members to review member expectations and responsibilities during the conference

Committee Member's Responsibilities

- Join committee conference calls. 95% participation expected on conference calls.
- Participate in the discussion of the committee by conference call and by e-mail. Calls anticipated to occur monthly, lasting 1-2 hours.
- Accept assignments as delegated by the Chair. Examples of delegated tasks include the following:
 - Review previous year's evaluations, speaker evaluations
 - Need to suggest speakers/topics related to the conference theme
 - Be a liaison to the speakers
 - Attend the conference
 - Moderate conference sessions

- Review and provide feedback on work completed by other Committee members
- Others as dictated by the work of the Committee

Board Liaison Responsibilities

- Report committee activities and bring committee recommendations to the Board
- Relay Board charges and feedback to the committee
- May moderate meetings in the absence of the chair

Staff Responsibilities

- Staff all meetings
- Moderate meetings in the absence of the chair and board liaison
- Record minutes
- Coordinate the distribution of agenda, minutes, and supporting materials to the chair, board liaison, and to the committee members
- Maintain the roster of committee members
- Communicate meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members
- Draft and mail correspondence on behalf of the committee
- Complete committee tasks and follow up as requested by the committee

Committee's Goals for annual conference

The Board of Directors has established the following goals for the PENS Conference Planning Committee:

- Planning committee will plan for a 2 ½ day conference with a pre-conference day of interactive sessions. Plan for a minimum of 21 CEUS. Plan for 2-4- 2hr Pre-conference interactive sessions with possible educational content in each of the following areas: Endo 101, Adv. Practice (case studies), Pharmacology, Diabetes, case studies.
- Plan for one session to focus on an introduction to basic endocrinology in either general endocrinology or diabetes. Aim for two general sessions per day.

Plan for practical concurrent sessions: Novice, Advanced Practice and Diabetes

Need to reserve concurrent session time for the following area:

- Pharmacology CEUs
 - research session (concurrent or general) in conjunction with the research committee
 - Journal (writing for publication)
 - Leadership
- Plan for an awards ceremony
 - Plan for an annual membership meeting

- Dedicated time allotted as per schedule of events
- Plan for a time for individual committees to convene
- Consider Round Table discussions

Exhibits

- Plan for appropriate number of exhibits, according to space available
- Endo and diabetes exhibits
- Tables for committees to set up
- Dedicated time allotted as per schedule of events

General PENS Board activities to consider in schedule

- One day on-site board meeting
- Board orientation
- Committee chair orientation
- Committee meetings during conference

Ongoing Projects and Programs Overseen by the Committee

The PENS Planning Committee oversees the following activities:

- Makes suggestions of sites for conference
- Provides recommendation to the board for the conference theme
- Collaborates with staff to prepare conference budget
- Reviews evaluations of past programs, trends, needs assessment, literature, and develops format and content of program
- Collaborates with staff in the development of a call for abstracts for concurrent sessions and posters
- Selects speakers for all conference sessions
- Assists with various aspects regarding the conference planning, such as development of evaluations, marketing plans, and identifying potential sponsors
- Assists at the conference as needed with activities such as introduction of speakers
- Provides visas for contact hour applications

Communication Between the Board and Committee

The Chair of the Planning Committee submits reports to the Board on behalf of the Committee twice a year—just prior to the Board’s fall Board meeting, usually held in September, and just prior to the Board’s pre-conference meeting, held at conference. The Committee also communicates to the Board when it has a proposal or request that requires Board approval.

The Board communicates with the Committee through the Board Liaison or, in some cases, the President or his/her designee will communicate with the chair of the Committee. The President is

an ex-officio member of the committee and may participate on Committee conference calls. The Committee Chair may be invited to participate on a Board conference call as well.

Appointment of Committee Members and Term of Appointment

- The committee year runs from conference to conference of each year
- Committees are ideally appointed in February by the board prior to conference
- A call for volunteers is distributed in November prior to conference year by e-blast
- The deadline for the call for volunteers shall be received by Dec. 1
- Members of the Committee remain on until the completion of the conference
- Conference planning committee will meet at conference
- The committee shall consist of four members and the chair, with a cap of five members plus the chair

Appointment of Committee Chair and Term of Appointment

- The term of chair is one year and runs from the close of conference one year to the close of conference the next
- A call for a committee chair is sent to the committee to identify volunteers; all volunteers are considered by the committee and a recommendation is made to the board for appointment
- A chair can serve only one term, and may not be appointed again

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