

Committee	Conference Committee
Committee Charge	Determine the educational content of the Annual Conference based upon member/attendee needs and industry technologies and trends.
Committee Goals/Responsibilities	1. Utilize past conference evaluations and call for abstract submissions to identify conference sessions that meet attendee needs
Committee Composition	<p>The Conference Committee is composed of a Chair, Vice Chair, Immediate Past Chair (only in the year following their term as Chair), the Education Committee Chair, a Legal representative, and three topic area representatives covering Credentialing (MCO, CVO, Hospital) and Executive/Leadership.</p> <p>The NAMSS President and President-Elect serve as Ad-Hoc members.</p>
Membership Term	All committee members, with the exception of the Immediate Past Chair, serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). The Immediate Past Chair serves a one year term and are not eligible for reappointment. Terms run January 1 st – December 31 st .
Expected Commitment	One annual face-to-face meeting, usually held in January each year in conjunction with the NAMSS Leadership Conference. Several conference calls shall be held with committee members during planning as necessary. Additional conference calls may be scheduled with the NAMSS Executive Office, Team Leaders and speakers. 10-15 hours monthly with the largest commitment during the first quarter of the calendar year. The Ad Hoc members are not required to attend conference calls solely related on program content.
Selection/Appointment	Committee members are selected by the President Elect with input from the Committee Chair. The Chair and Vice Chair are appointed by the President-Elect. Committee member selections are approved by the Board.
Committee Requirements	<p>Committee Members:</p> <ol style="list-style-type: none"> 1. Express desire to serve with a special interest in topic area for which applying (Executive, Legal, Credentialing) 2. Must be able to carry out the work of the committee. 3. Desire to advance the mission of NAMSS. 4. Active in the medical services profession. 5. Ability to work well with others. 6. Ability to make the necessary time commitment. 7. NAMSS member in good standing. 8. Ability to attend the NAMSS Educational Conference & Exhibition and willingness to introduce conference speakers 9. Ability to attend and actively participate in conference calls <p>Committee Chair: In addition to the above requirements, it is recommended but not required that the Chair previously served as Vice Chair of the Conference Committee.</p>

Roles and Authorities	<p><u>Makes Decisions</u></p> <ol style="list-style-type: none"> 1. Conference Title/Theme 2. Conference Content 3. Concurrent Session Speakers <p><u>Makes Recommendations (to the Board)</u></p> <ol style="list-style-type: none"> 1. Conference Keynote Speakers 2. Conference Social Events 3. Conference Schedule 4. Conference Hospitality (Opening Ceremony) 5. Conference Committee members in conjunction with the current President <p><u>Provides Input</u></p> <ol style="list-style-type: none"> 1. Conference Pricing 2. Conference Attendee Promotion 3. Overall Sponsorship Plan 4. Conference Exhibitor Plan 5. Conference Registration 6. Conference Budget <p><u>Monitors</u></p> <ol style="list-style-type: none"> 1. Conference Attendee Satisfaction 2. Board of Directors Satisfaction 3. Speaker Satisfaction 4. Exhibitor/Sponsor Satisfaction
Staff Liaison(s)	Lindsey Flick, Senior Coordinator, Education and Learning Services lflick@namss.org (202) 367-2382