

Committee	Conference Committee
Committee Charge	Determine the educational content of the NAMSS Annual Conference based upon member/attendee needs and industry technologies and trends.
Committee Goals/Responsibilities	Utilize past conference evaluations and call for abstract submissions to identify conference sessions that meet attendee needs
Committee Composition	The Conference Committee is comprised of the following members: a Chair, Vice Chair, and a minimum of eight (8) additional members covering a diverse set of work experiences including but not limited to credentialing, managed care, provider enrollment, accreditation and regulatory matters, executive management, and leadership. The NAMSS President will serve as the Board liaison. One committee member will serve on the Education Committee in a liaison role.
Membership Term	All committee members, including the Chair, serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1 st – December 31 st .
Expected Commitment	One extended meeting, held in the Spring each year which covers one to two days to select abstracts. Monthly virtual conference shall be held with committee members. Additional conference calls may be scheduled with the NAMSS Executive Office, Team Leaders, and speakers. Approximately 10-15 hours monthly, with the largest commitment during the first quarter of the calendar year to review abstracts and the month of conference to review and provide feedback on session slides. Committee members are also asked to aid in facilitating various sessions and networking events in-person at the Conference in the fall.
Selection/Appointment	The Chair and Vice Chair are appointed by the President-Elect. Committee members are selected by the President Elect with input from the committee Chair. Committee member selections are approved by the Board.
Reporting	The Conference Committee reports to the Professional Development Council, providing verbal or written updates as needed.
Committee Requirements	<p>Committee Members:</p> <ol style="list-style-type: none"> 1. Express desire to serve. 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 serve as a session host (introducing speakers, managing questions and answer sessions, and assisting attendees as needed). 9. Ability to attend and actively participate in conference calls. <p>Committee Chair:</p>

	In addition to the qualifications listed above, it is recommended but not required that the Chair previously served as Vice Chair of the Conference Committee.
Committee Roles and Authorities	<p><u>Makes Decisions</u></p> <ol style="list-style-type: none"> 1. Conference Content. 2. Concurrent Session Speakers. 3. Conference Keynote Speakers. 4. Conference Schedule. <p><u>Makes Recommendations (to the Professional Development Council)</u></p> <ol style="list-style-type: none"> 1. Conference Related Policies. <p><u>Provides Input</u></p> <ol style="list-style-type: none"> 5. Conference Social Events. 6. Conference Attendee Promotion. 7. Conference Registration. 8. 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)	<p>Jill Swanson, Manager, Education and Learning Services jswanson@namss.org, (202) 367-2359</p> <p>Brenda Asein, Associate, Education & Learning Services basein@namss.org, (202) 367-2497</p>

Amended Date	Board Approval Date
12/6/2021	12/6/2021
11/11/2022	12/5/2022
11/19/2024	12/9/2024
10/23/2025	11/17/2025