

Utah Association of Medical Staff Services


Policy/Procedure Name: Annual Education Conference Guidelines	Index: UAMSS - 006
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Purpose: The purpose of this policy is to provide guidelines for the conference committee.

Procedure:

The conference committee, including the immediate past-president and president-elect, shall coordinate all facets of the conference with the guidance from the president. A suggested conference time table of activities, arrangements, and helpful tips is included as an attachment to this policy. Activities shall include, but not be limited to:

1. Survey the UAMSS Membership to determine topics of interest to be presented at the conference. (Topics should be maintained within four categories: direct credentialing, certification, office engagement, and personal growth.)
2. Secure speakers with the expertise in these topics.
3. With the assistance of the Treasurer, prepare and distribute a financial statement of conference income and expense to the Board post conference.
4. Develop and disseminate all conference materials (i.e.: conference brochures, agenda, hand-outs, etc.) and post conference follow up.

Policy Cross Reference:	
Revision and/or Replacement Date(s): 11.17.2016	
Original Approval Date: 04.01.2015 Rachel Smith, CPCS, 2015 UAMSS President	
Approved by:  Jeffrey Carter, CPCS, 2018 UAMSS President	Date Approved: 3/2/18

UAMSS PROCEDURE: Annual UAMSS Conference Timetable SUGGESTED

PRE-MEETING			
Task	Target Date	Done	Responsible Party
Enlist committee volunteers			
Enlist/Confirm speakers			
Obtain CE credits from NAMSS			
Email invites to membership			
Reconfirm speakers & obtain Bios			
A/V Needs			
Handout materials needed by			
Confirm catering (meals, snacks, drinks)			
Conference attendees list needed by			
Confirm teleconference attendees/availability			
Prepare Materials:			
• Agenda			
• Speaker Bios & Handouts			
• Conference Evaluation Form			
• Pen/Paper			
• Attendee Gift/"Swag"/Raffle			
MEETING			
Task			Responsible Party
Treasury Report			Treasurer
State of the Board Report			President
Honor/Gift the Immediate Past President			President
Pre-announce call for board nominations			
Raffle			
POST-MEETING			
Task	Target Date	Done	Responsible Party
Send 'Thank You' cards to Speakers/Host Site			
Upload photos and materials to website			
Send follow up to attendees/members			
Prepare Quarterly Newsletter			
Send out Call for Board Nominations			