

1. MISSION

1.1 It is the mission of the Conference Planning Committee ensure the successful coordination of FMHAC's annual training conference.

2. AUTHORITY

2.1 This is a standing committee of the Board appointed under procedures adopted pursuant to the Bylaws of FMHAC.

3. COMPOSITION, SELECTION & TERM

3.1 The committee shall consist of at least three, but not more than seven members.

3.2 Appointed by the Board President, Tom Granucci shall serve as the Chairperson of this committee and liaison between the Conference Planning Committee and the Board of Directors.

3.3 Members of the committee are appointed by the Committee Chair and approved by the Board President.

3.4 The term of office is for one year and is aligned with FMHAC's governance year and may be appointed to successive terms.

3.5 Only dues-paying members in good standing with FMHAC are eligible to serve on this committee.

4. OBJECTIVES – To review and recommend papers submitted for inclusion in the annual training conference.

4.1 To determine content of conference sessions.

4.2 To provide timely programs with the best available speakers and panelists.

4.3 To assist with exhibit and sponsor solicitation.

4.4 To develop effective ways to engage more member participation.

4.5 To review conference feedback

4.6 To review and reassess the adequacy of this committee charter annually and recommend any proposed changes to the Board of Directors for approval.

4.7 To annually evaluate the committee's own performance and provide a report (written or verbal) on such evaluation to the Board of Directors.

5. OPERATIONS

5.1 The committee will meet as often as the Committee Chair and/or the Events & Communications Director deems necessary to perform the committee's objective through in-person meetings and conference calls.

5.2 While voting on a motion that will come before the Board, the basic requirement for adoption by committee members with a quorum is a Majority Vote. A majority is more than half of the votes cast by the committee "voting members".

5.2 The committee may establish workgroups on specific areas within the committee to support the work of FMHAC relating to the annual training conference. The workgroup shall meet on an ad hoc basis on the needs of the committee and will report the progress of their workgroup during regularly scheduled committee meetings.

5.3 All attempts will be made for meeting notifications to be sent out to committee members by

the committee staff liaison (FMHAC Events & Communications Director) at least one week prior to the scheduled meeting time. The notifications will include the agenda and supporting materials necessary to inform members of the content and nature of the meeting.

- 5.4 Meeting minutes will be distributed to the committee members by the committee staff liaison (FMHAC Events & Communications Director) no more than three business days after the meeting.