



ANNUAL CONFERENCE COMMITTEE CHARGE

Purpose

To plan and organize the educational program for the Annual Conference. The committee is divided into four workgroups (subcommittees): Program, Abstracts, Student Engagement, and Social Workgroups.

Number of Members: 20-25

Composition:

Members include the Chair, Vice Chair, and a variety of members reflecting SOPHE's membership, including students, early career professionals, and a variety of tenure.

Method of Appointment

The Chair, Vice Chair, and members shall be appointed by the President, in consultation with the President-Elect and Chief Executive Officer. Members can self-nominate themselves to the committee. The Board has the final approval of the committee.

Term of Office

The two-year term begins immediately following the annual SOPHE Business Meeting of the Membership during the Annual Conference of the year appointed. Committee members will need to be current SOPHE National members and apply each year.

Accountability:

Reports to: Board of Trustees

Key relationships: House of Delegates, Membership Committee, Advocacy Committee, Finance Committee, and SOPHE Communities of Practice

Staff Liaison(s)

Eunice Lee, Associate Director, Professional Development (primary); Maricela Arias-Cantu, CEO (backup)

Responsibilities

Overall:

- Plan and conduct activities to support achieving the SOPHE Strategic Plan Goals and Objectives



- Implement goals and objectives with the assistance of the National SOPHE office, as necessary.
- Submit budget requests to the Treasurer by August 31 each year.

Workgroup Responsibilities:

PROGRAM:

Responsible for ensuring overall program focus, quality and alignment with theme, in collaboration with SOPHE staff. To assure that the annual conference activities support the determined theme and subthemes. Recommend plenary speakers to be invited. Workload demand is highest during the beginning of the planning process from **May – September**.

ABSTRACTS:

Responsible for the Call for Abstracts and review process in collaboration with SOPHE staff. The workgroup prepares the Call for Abstracts, ensures there is a call for abstract reviewers, and provides concurrent session and poster recommendations to the committee. Workload demand is highest in June – December.

STUDENT ENGAGEMENT:

Responsible for identifying topics and recruiting presenters for the student workshop that will benefit students and new professionals in their career development. Workgroup members also help with identifying competencies that will help students, provide feedback for the justification toolkit, and creating a conference roadmap. Workload demand is in June-September and then finalizing details leading up to the annual conference.

SOCIAL EVENTS:

Plan and organize social engagement within budget parameters, such as Exhibit Hall activities, wellness challenges, dine-arounds, volunteer engagement, etc. The majority of this work is June-December and then finalizing details leading up to the annual conference.

Meeting Frequency:

Monthly



Estimated Time Commitment

5-7 hours per month

Scheduled

- Committee Zoom Meetings (monthly)

Busiest Times of the Year

- Social
 - June-December, close to conference
- Student Engagement
 - June-September, close to conference
- Abstracts
 - June-December
- Program
 - May-September