

## **NPWH Conference Planning Committee Roles and Responsibilities**

The NPWH Conference Planning Committee is responsible for developing the education content for the NPWH Annual conference. The main function of the committee is to identify topics and select speakers for the conference educational program, within priorities identified by NPWH.

The committee is comprised of a volunteer chair, a representative from the host city/state, a NPWH Board liaison, and volunteers from the NPWH Membership. Those interested in serving should submit an application and resume/CV. Appointment to the committee is by the Chair of the BOD in consultation with the CEO and Director of Education.

Desirable attributes for conference planning committee members:

1. Have a broad network of contacts
2. Be knowledgeable about clinical practice – current trends and issues
3. Know current research and education trends.
4. Have time management, program planning and organizational skills
5. Attended at least one NPWH Annual Convention in the last five years. (Ideally conference planning committee members will have attended the 2022 Conference).

Roles and Responsibilities of the Conference Planning Committee:

1. Develop convention goals and outcomes.
2. Select topics for pre-convention workshops, plenary presentations, breakout sessions and workshops.
3. Consult on program design at the discretion of the BOD and CEO.
4. Identify and Invite speakers for pre-convention workshops, plenary sessions, breakout sessions and workshops.
5. Serve onsite during the conference, aiding attendees, moderating sessions, and troubleshooting issues as needed.

Time Commitment

The planning committee will begin weekly meetings starting in January 2023 and continuing until the program is complete. The goal is to have the program complete by the end of April 2023. However, we ask that Program Committee volunteers be available through June 2023 for weekly meetings as needed and prn through October 2023.

1. Conference planning committee members will attend an initial kickoff call.
2. Members are expected to attend weekly planning teleconferences that are 60 minutes duration.
3. Complete duties as assigned that includes identifying speakers and topics, inviting speakers, reading, and scoring clinical topic abstract and assisting onsite by moderating sessions and helping attendees.
4. Program Committee members are expected to fully participate in the work of the committee. If a committee members circumstances change, that interferes with a member fulfilling their duties, their role on the committee may need to be re-evaluated.



## NPWH Conference Planning Committee Application

Instructions to apply for the volunteer role on the NPWH Program Committee.

- Deadline for submission is November 1, 2022
- Application Forms to be returned:
  - Application Form
  - Applicant's current CV or Resume

Application Packet should be sent by e-mail to Donna Ruth at [druth@npwh.org](mailto:druth@npwh.org) for questions call Donna Ruth at 615. 506. 6446.

### **Demographic Information**

**Name:**

**NPWH Membership Number:**

**Credentials:**

*(highest degree earned, licensure, national certifications)*

**Preferred address (please indicate if this is a home or work address):**

**Cell phone:**

**Home phone:**

**Work phone:**

**Preferred E-mail Address:**

**Work title/Current role:**

**Name of Employer:**

**Diversity:** NPWH encourages and promotes diversity with the organization and profession. Please assist us in this endeavor by indicating what elements of diversity you will bring to the organization.

## **Additional Information**

**1. Which of the following conventions have you attended or plan to attend?**

- 2022
- 2021
- 2020
- 2019
- 2018

**2. List any other non-NPWH conferences you attend on a routine basis:**

**3. What is your primary work focus and expertise?**

- Women's Health Care Specialty Practice
- Primary Care Clinics
- Reproductive Health Clinics
- Sexual Health
- Uro-Gynecology
- Community and Public Health
- Obstetrics
- Academia
- Other

**4. Please list any other NPWH volunteer activities you have participated in.**

**5. Focusing on the educational program, what is done well at the NPWH conference?**

**6. What opportunities do we have to improve the educational component of the conference?**

**7. Why do you want to serve on the NPWH conference planning committee?**