



## Webinar Task Force Charter

### Task Force Purpose

The Webinar Task Force supports ACMP's digital learning strategy by overseeing the review, evaluation, and recommendation of webinar content to develop a high-quality annual webinar calendar aligned with member interests and organizational priorities. The task force also supports successful webinar delivery by serving as speaker liaisons and moderators, helping presenters prepare in accordance with ACMP speaker protocols, and extending learning beyond each session through key learning content and engagement within the ACMP Connect Webinar Exchange Community.

### Task Force Description

The Webinar Task Force supports ACMP's digital learning strategy by curating and advancing a high-quality annual webinar program that delivers relevant, timely, and impactful educational content to the global change management community. The task force is responsible for reviewing, evaluating, and recommending webinar proposals to shape ACMP's webinar calendar and ensure alignment with organizational priorities, member interests, and professional standards.

In addition, task force volunteers serve in key supporting roles throughout the webinar lifecycle, including acting as speaker liaisons and moderators to ensure presenters are prepared, aligned with ACMP speaker protocols, and positioned for success. Volunteers also help extend the impact of webinar programming by developing key learning articles for promotional and social media use, and by fostering continued dialogue and knowledge sharing within the ACMP Connect Webinar Exchange Community.

Through these efforts, the Webinar Task Force helps strengthen ACMP's position as a trusted source of thought leadership and professional development in the field of change management.

### Task Force Deliverables

The Webinar Task Force is responsible for the development and helps facilitate implementation of ACMP Member Webinars including:

- Reviewing and Scoring ACMP's "Call for Webinars" Submissions
- Making recommendations for the year's webinars, for review and approval by staff leadership
- Facilitating delivery of webinars as moderators/speaker liaisons (reviewing the speaker's slides and ensuring alignment with ACMP speaker protocols, introducing the speaker, managing Q&A).
- Facilitating and engaging with Webinar Exchange community on ACMP Connect
- Writing brief articles on Key Learning takeaways from webinars.



*This committee will intentionally apply ACMP's DEIB Statement in the execution of all committee objectives and activities.*

### **Task Force Time Commitment**

- The time commitment for task force members is heaviest September – January. This will consist of task force meetings as needed, approximately 1.5-2 hours monthly, to review submitted abstracts and discuss task force recommendations. Additional individual volunteer hours will be devoted to reviewing the Call for Webinar Submissions assigned. Once the year's webinar calendar has been determined, the task force as a larger body will no longer meet. However, volunteers are encouraged to participate as:
  - **Moderators/Speaker Liaisons:** For task force members who elect to serve as a webinar moderator/speaker liaison, hours are needed to work with the speaker in advance of their scheduled date to ensure their presentation aligns with ACMP speaker protocols, as well as being available to participate in the tech check ½ hour prior to that scheduled webinar, and throughout the webinar itself.
  - **“Continue the Conversation” volunteers:** For task force members who elect to “Continue the Conversation” in ACMP Connect's Webinar Exchange Community, hours are needed to participate in the scheduled webinar and ask questions and help engagement in the community in the period following the webinar.
  - **Key Learnings Synopsis Writers:** For task force members who elect to write Key Learning takeaway articles, hours are needed to participate in or view the webinar, as well as to write the summaries and submit the summaries to ACMP staff.

### **Task force Composition**

- Size: 25+ volunteer members including the right or option to add members on an ongoing basis, if needed.
- A task force chair and co-chair (if needed) will help guide discussions on submitted abstracts, to ensure a balance of quality submissions, geographic representation, skill levels and topics of interest.
- Staff Liaison to lead the task force in achieving the charter deliverables.
- A wide range of skillsets are encouraged to serve on this task force, including members with expertise in change management, public speaking, training, digital education technology, instructional design, online community engagement, digital event planning, education, virtual engagement strategies, and more.
- Task force members must be a member of the Association throughout their task force membership.
- Priority will be given to certified members when selecting committee members while ensuring membership of the committee reflects the diversity of the association in terms of professional discipline, global representation and other characteristics.



- Membership of the task force shall reflect the diversity of the association in terms of professional discipline, global representation and other characteristics. In addition, ACMP certified members will receive preference in selection for committee participation, but selection will not exclude members who are not certified by ACMP.

**Strategic Alignment**

SO2: The discipline of change management is advanced through increased understanding and use of change management best practices.

Revision History				
Category, Tier, Version #	Revision Date	Description of Changes	Approved By	Approval Date
CTE, 2, 2.0	4/8/2026	This is a new charter, transforming the prior DLC committee to the Webinar Task Force. Refocuses the objective to reviewing submissions and execute the webinar strategy	Board of Directors	28 May 2026