



Speaker Committee Charter

COMMITTEE PURPOSE:

The purpose of the Speaker Committee is to provide direction to ACMP conferences through selection of the conference theme(s), featured education track topic, and session speakers. In addition, the Speaker Committee serves as support for speakers by acting as liaisons in preparation for the conference.

COMMITTEE DESCRIPTION:

The Committee will meet once to twice a month via teleconference or webinar. The Committee will be provided a clear project outline of tasks and items no later than August. Most tasks will focus around shaping the content of the program.

Ideal Speaker Committee volunteers would have a passionate interest in change management education and training and increasing the quality of educational offerings at ACMP Change Management Annual Conferences. All volunteers must be ACMP members in good standing. A few committee volunteers should have an interest and established presence on social media in order help promote the conference and speaker selection and training.

Committee volunteers should anticipate spending about an hour a week in August; an additional 20 – 30 hours of work will be required to review the speaker submissions in September. Following the selection of speakers, the workload of the committee decreases substantially. However, another round of reviews may be needed in December should ACMP move forward with holding any additional conferences. Committee members have the option to sign up to be one of the Speaker Liaisons. Those individuals who do sign-on to become Speaker Liaisons will be assigned between 3-5 speakers to work with and review their presentations. This would require an hour introductory/conversation; an hour to review their first draft and provide feedback; and an hour to review their final presentation and provide feedback. Additionally, from December through conference you will work with speakers to help to answer any questions or give any feedback they request, and to communicate logistics prior to and during the conference. During conference, you will serve to introduce the speakers for their session.

COMMITTEE DELIVERABLES:***Content Advisory Board Deliverables:***

- Review existing education track topics.
- Select Change Management Annual Conference theme.
- Create five evergreen education topic tracks and their descriptions for Call for Speakers.
- Provide conference theme and one featured track aligned with the conference theme.
- Describe ideal keynote speaker to be aligned with the theme.
- Bring forth keynote ideas/keynote speakers for Board decision.
- Provide session selection guidelines for speaker reviewers.
- Provide recommendations for the Tuesday morning plenary (only applicable for face-to-face conference).
- Upon completion of speaker submissions, review proposed submissions to ensure diversity of topics and speakers for global appeal.
- Determine and slate live education agenda for the conference.
- Ongoing discussion and dialogue on thoughts and ideas to improve session quality.

Speaker Reviewers & Liaison Deliverables:

- Review the existing speaker application for the Call for Speakers.
- Make suggestions for speakers to contact and encourage them to apply.
- Provide a complete listing of recommended submissions and rejected with rationale and scoring.
- Select volunteers to assist in speaker development and coaching, also known as Speaker Liaisons, which includes reviewing draft and then final presentations for accuracy, interest, and adherence to guidelines/format.
- Ensure all speaker and speaker liaison deadlines are met on time.
- Ongoing discussion and dialogue on thoughts and ideas to improve session quality.

COMMITTEE MEMBER TIME COMMITMENT FOR ONE-YEAR TERM:

Must commit to at least one meeting per month and to review of presentations July - October. If numbers follow previous years, we estimate each volunteer should plan to review about 30 presentations. Additionally, a second round of speaker reviews would be needed November -December if ACMP elects to hold any additional Conferences. Speaker Liaisons have an additional time commitment from October to June for introductions, review of draft presentations, and review of final presentations. Each liaison will be assigned to support 3-5 speakers. Liaisons may be asked to support and introduce speakers for events other than conference (i.e., Masterclass Series).

COMMITTEE COMPOSITION:

- 85+ volunteer members including the right or option to add members on ongoing basis, if needed.
- In addition to members, the committee will include a Chair, a Content Advisory Board Co-Chair, a Reviews Co-Chair, four-to-five Reviews Team Leads, a Speaker Liaison Co-Chair, and two Speaker Liaison Team Leads.

COMMITTEE ANNUAL BUDGET:

The budget for ACMP activities will be approved. The Committee will be supported by the Staff Liaison in verifying what is covered in this budget. Should budget be required for activities other than normal operating costs, a Business Case should be developed and submitted to the Board of Directors for consideration.

UPDATES AND CHANGES:

Please note that this charter is subject to updates and changes based upon the 2021/2022 Strategy work.