



Speaker Committee Charter

COMMITTEE PURPOSE:

The purpose of the Speaker Committee is to provide direction to the Change Management Annual Conference through selection of the conference theme, education track topics and selecting of 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. 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; an additional 20 – 30 hours of work will be required to review the speaker submissions. Following the selection of speakers, the workload of the committee decreases substantially. However, another round of reviews may be needed 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, leading up to the 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. Onsite at 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.
- Select education track topics for Change Management Annual Conference sessions.
- Provide education track topic description for Call for Speakers.
- Determine and slot agenda slate for the conference.
- Bring forth keynote ideas/keynote speakers for Board decision.
- Provide session selection guidelines for speaker reviewers.
- Describe ideal keynote speaker to be aligned with the theme.
- Provide recommendations for the Tuesday morning plenary.

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.
- Upon completion of speaker submissions, review proposed submissions.
- Provide a complete listing of approved 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.
- 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 needed. Speaker Liaisons have an additional time commitment from October to March for introductions, review of draft presentations, and review of final presentations. Each liaison will be assigned to support 3-5 speakers.

COMMITTEE COMPOSITION:

Up to 55 volunteer members including the right or option to add members on ongoing basis, if needed.

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 BOD for consideration.

UPDATES AND CHANGES:

Please note that this charter is subject to updates and changes as needed.