



ACMP Speaker Committee Charter

TASK FORCE PURPOSE:

The Speaker Committee reports in to the Conference Committee for alignment purposes and has the following purpose:

- Provide shape to Change Management 2019 Annual Conference through Track Sessions speakers
- Provide a list of potential speakers to invite (speaker name, contact information, reason for recommending and topic they should speak on)
- Become familiar with the Call for Speaker to be able to appropriately review submissions
- Provide recommendations on which speakers to approve for Conference
- Act as a Liaison support for Speakers (Subgroup of approximately 12 people)
- Liaisons will Review draft and final presentations, handle onsite introductions, etc

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 June 14, 2018. Most tasks will focus around shaping the content of the program – specifically session speakers.

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 2019. 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, will do another round of reviews in December for Regional 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 as well as helping to communicate logistics prior to and during the conference and serve onsite to introduce the speakers.

The Committee Chair and/or designate will also sit in on the Conference Committee meetings to provide regular feedback and status updates

COMMITTEE DELIVERABLES

(Deliverables must be SMART [Strategic, Measurable, Achievable, Realistic, and Timely])

- Review the existing speaker application.
- Make suggestions for speakers we want to contact and encourage they submit an application.
- 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 review draft and then final presentations for accuracy, interest, adherence to guidelines/format.
- Ongoing discussion and dialogue on thoughts and ideas to improve session quality.



DELIVERABLE SCHEDULES

Timeline flushed out by May 30, 2018
Review of Submitted presentations – Concludes September 2018
Speaker Liaison– Ongoing from September – Conference
Review of Draft Presentations – January
Review of Final Presentations – February/March

RESOURCES REQUESTED

- Up to 55 volunteer members including the right or option to add members on ongoing basis if needed.
- Director of Meetings (this covers the majority of cost-related issues as they fall within the scope of his/her related duties).

TASK FORCE TIME COMMITMENT:

Must commit to at least one meeting per month and to review of presentations August 20– September 20. (if numbers follow last year, estimate review of 30 presentations per volunteer). Plus a second round of speaker application reviews around November for Regional Conferences. Speaker Liaisons have an additional time commitment from September – January introductions and review of Draft Presentations. Review of Final Presentations will be February - March but should not be too time or labor intensive as each liaison will be assigned 3-5 speakers.

TASK FORCE COMPOSITION:

- Size: 40-50
- Composition:
 - Chair – TBD
 - Reviews Vice Chair -
 - Speaker Liaison Vice-Chair – TBD
 - Speaker Liaison Team Lead- TBD
 - Speaker Liaison Team Lead - TBD

INTERFACES WITH OTHER ACMP ENTITIES:

- BOD: The Board Liaison for the Committee is Roxanne Brown.
- Staff: The Staff Liaison for the Task Force is Nikole Fridenmaker.
- Committees and Entities: Conference Committee has oversight responsibilities with the Speaker Committee and White Paper Committee.

TASK FORCE ANNUAL BUDGET:

The 2018/2019 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 in 2018/19 fiscal year other than normal operating costs, a Business Case should be developed and submitted to the BOD for consideration.