



## **ACMP White Paper Task Force Charter**

### **TASK FORCE PURPOSE:**

The White Paper Task Force reports in to the Conference Task Force for alignment purposes and has the following purpose:

- Provide insight and suggestions into the educational portion of the Conference through White Papers
- Review results from Call for White Papers
- Provide recommendations on which Papers to approve for Conference
- Provide editing, suggested changes to all Papers submitted
- Review final Papers before they are posted

### **TASK FORCE DESCRIPTION:**

The Task Force will meet once a month via teleconference or webinar during active tie periods. The Task Force will be provided a clear project outline of tasks and items no later than June 15, 2018. All tasks will focus around White Papers submission and selection.

Ideal White Paper Task Force volunteers would have expressed interest in change management education and searching for unique papers/topics, which would increase the quality of educational offerings at ACMP Change Management 2019 as well as to ACMP members through White Papers. All volunteers must be ACMP members in good standing. A few Task Force volunteers should have an interest and established presence on social media in order help promote the conference and white paper selection and interest in ACMP and white papers.

Task Force volunteers should anticipate spending an hour per month from September - October; an hour per week from October -January and a total of 10 hours in reviewing papers after the deadline passes. The Task Force Chair and/or Co-Chair will also sit in on the Conference Task Force meetings to provide regular feedback and status updates.

### **TASK FORCE DELIVERABLES:**

- Discuss Topic Categories for White Paper
- Establish Timeline and Teams
- Solicit entries for White Papers through networking, marketing or advertising as appropriate.
- Upon completion of white paper submissions, review proposed papers.
- Provide a complete listing of approved submissions and rejected with rationale and scoring and recommendations for edits.
- Review edits for accuracy and for final approval before posting.

### **DELIVERABLE SCHEDULES**

First Meeting by July 15, 2017

Submission open from August – October

Review of Submitted Papers– End of October – End of November

Review Edited Papers – December - January



### **RESOURCES REQUESTED**

- Up to 15 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 during peak time (September – January) and to review of papers October – November and to review of selected, edited papers in December - January.

### **TASK FORCE COMPOSITION:**

- Size: 15
- Composition:
  - Chair – TBD
  - Vice- Chair – TBD

### **INTERFACES WITH OTHER ACMP ENTITIES:**

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

### **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 other than normal operating costs, a Business Case should be developed and submitted to the BOD for consideration.