



engage  
inspire  
enhance  
promote

## Conference Committee

### Charge

The Conference Committee plays an important role in NALS ongoing efforts to provide excellent professional development and networking opportunities to members and prospective members. Committee members serve as key contributors to capturing relevant speakers, content, sponsorships and overall event planning assistance for the NALS Annual Conference. The committee will strive to support the event planning efforts made by NALS staff as well as assist in marketing for event promotion and theme selection, as necessary.

### Composition

Committee chairs and co-chairs are appointed by the NALS president. All committee members shall be members in good standing. The make-up of the committee should be a diverse representation of the NALS membership. Committee members will work closely with NALS staff.

The term of appointment is September-September (note this is different than most NALS committees). All committee members should expect to contribute an average of one to two hours per month between December and September, with variation depending on assignments taken on by specific committee members.

Committee members must act in the best interest of the Association in executing their duties, keeping in mind the needs of NALS members and potential members rather than political or personal motivations.

### Benefits

Committee members will benefit from the opportunity to create a memorable event that will bring a new level of professional development and networking opportunities to NALS. Committee members will also expand their professional networks with NALS members and contribute to the betterment and growth of the profession and the Association.

### Committee Responsibilities & Tasks

- Prepare a balanced schedule of high-quality education and fun networking opportunities that cover a variety of CLE topics.
  - Identify potential speakers
  - Secure sponsors
  - Promote attendance
  - Create ideas and décor
  - Assist in planning off-site activities for Annual Conference attendees
- Typically meets virtually six to eight times between December and September.
- Attend Annual Conference (September). There will be onsite volunteer responsibilities.

## **Staff Responsibilities**

- Budget management and vendor payments.
- Speaker management and negotiation.
- Negotiations and contracts with hotels and other third-party entities, food and beverage planning, scheduling, registration, and exhibitor/sponsor management.
- Maintain committee roster.
- Schedule committee meetings, work with chair to develop agendas and complete meeting minutes.
- Provide support to the committee throughout the year.

## **Board Liaison**

- Laleise Curtiss

## **Staff Liaison**

- Emilie Perkins, Meeting Planner ([emilie@nals.org](mailto:emilie@nals.org))