NPA Meetings Committee Service Opportunities

Subcommittees
Subcommittees require the most time-commitment of all the service opportunities available on the Meetings Committee. Each subcommittee is a year-round commitment (through April/May of the following year); however, some will have completed the majority of their tasks by December. There are also a few who will have additional responsibilities onsite/after the Annual Conference. You do not have to be able to attend the Annual Conference to be eligible to work on any subcommittee.

Awards Subcommittee (1-2 [co-]chairs, low level time commitment)
This subcommittee will review/set the criteria and then select the travel and childcare award recipients. This subcommittee will meet via conference calls and work via email.

Career Fair Subcommittee (1-2 [co-]chairs, mid-high level time commitment)
This subcommittee will assist the Development Committee in with organizing and running the new Annual Conference Career Fair. This will include assisting in the development and implementation of strategies to promote this new opportunity to both potential participating companies and attendees. This subcommittee will meet via monthly conference calls and regular collaboration site/email communications.

Communications Subcommittee (1-2 [co-]chairs, low-mid level time commitment)
This subcommittee will brainstorm, develop and implement innovative communication strategies to promote the conference. This will, among other things, help the NPA obtain more sponsors, increase abstract submissions and award applications, and raise registration numbers across various fields. This subcommittee will work with the Outreach Committee and editors for the POSTDOCket on various articles and potential social media promotions. This subcommittee will generally work via email and participate on conference calls with other committees/subcommittees as needed, throughout the year. Onsite at the conference, this subcommittee may be asked to help capture and promote what is happening for a report-out both during and post-meeting.

Fundraising Subcommittee (1-2 [co-]chairs, high level time commitment)
This subcommittee will work with the Development, Outreach and Local Host Committees to obtain funding for the Annual Conference and/or items for the silent auction/raffle and prizes. This will also include assisting in the recruitment of potential companies for the new Annual Conference Career Fair, as well as for the exhibition hall. The subcommittee will meet via monthly conference calls and regular collaboration site/email communications. Please note, this subcommittee will require a dedicated amount of time each month to identify and make contact with potential new/previous donors, exhibitors and sponsors, via phone calls, emails, postal mailings, and/or in-person meets. Additional training may be made available to aid in this subcommittee’s efforts, as needed. The majority of work should be concluded by December with additional outreach through April/May, as needed, to finalize partnerships/funding/prizes.

Keynote and Plenary Subcommittee (1-2 [co-]chairs, chair, low-mid level time commitment)
This subcommittee will propose keynote and plenary topics, as well as identify and research potential speakers for the 2020 conference. This subcommittee completes the speaker recommendation process via conference calls and email. The majority of work is finished and submitted for staff/Board consideration by February.

Networking Subcommittee (1-2 [co-]chairs, low-mid level time commitment)
This subcommittee will review and organize existing/new innovative networking opportunities for the Annual Conference. This may include developing lunch-around or break topics/opportunities, assisting the Communications Subcommittee and Outreach Committee with promotions via articles/social media/mobile app, etc. This subcommittee meets during conference calls, but does a large portion of the work via email.

Posters Subcommittee (1-2 [co-]chairs, mid level time commitment for members; high level for [co-]chairs)
This subcommittee is responsible for recruiting and selecting poster presenters, as well as coordinating the onsite poster judging. Prior to the meeting, the subcommittee will set the criteria and select the best posters for the presentation. This subcommittee will also organize the judging of posters at the Annual Meeting. This subcommittee will most likely meet once before the call goes out and 2-3 times after; however, most of the work can be done via email. This subcommittee requires time for members to review applications.

Workshops Subcommittee (1-2 [co-]chairs, mid level time commitment for members; high level for [co-]chairs)
This subcommittee is responsible for recruiting and selecting workshop and Innovation-In-Action sessions. Innovation in Action sessions are intended to facilitate the free flow of information and encourage professional networking among all

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participants. The subcommittee will set the criteria and select the best sessions for the meeting. The subcommittee may also recruit potential presenters if there are topics the Meetings Committee would like to target and the call for proposals does not produce enough options. This subcommittee will most likely meet 1-2 times before the call goes out and 2-3 times after; however, most of the work can be done via email. This subcommittee requires time for members to review applications.

Short-term/One-off Tasks

Short-term/one-off tasks are limited in scope to require less time-commitment than a subcommittee while still allowing people to assist in the planning and organization of the Annual Conference, as they are able. Each task has different start/completion times and those assigned to these tasks do not need to be on every monthly teleconference for the Meetings Committee unless they have relevant updates and/or have time to join.

- **Workshops Rubric Restructure** - This task will require you to work for a short time (1-2 months) with the Workshops Subcommittee to review and recommend a new structure for how the subcommittee reviews and scores workshop proposals for the Annual Conference. Those assigned to this task will not be formally part of the Workshops Subcommittee, but will assist in this limited scope.

- **Posters Rubric Restructure** - This task, like the Workshops Rubric Restructure, will require you to work for a short time (1-2 months) with the Posters Subcommittee to review and recommend a new structure for how the subcommittee reviews and scores poster proposals for the Annual Conference. Those assigned to this task will not be formally part of the Workshops Subcommittee, but will assist in this limited scope.

- **Volunteer Coordinator** - This task is a limited role in assisting the Meetings Committee and NPA staff with coordinating onsite volunteers for the Annual Conference. The role starts up around January and requires one to be present onsite at the Annual Conference to help coordinate logistics and schedules of volunteers. The role will help recruit volunteers for various roles designated by the Meetings Committee Co-chairs and NPA staff, communicate needs/responsibilities/reminders to all confirmed volunteers, and ensure adequate coverage for all volunteer tasks, onsite. This individual will assist in answering volunteer questions and collecting any feedback or notes made by volunteers, as needed.

- **Onsite Annual Conference Volunteer** - These tasks will vary, but those who wish to assist onsite at the Annual Conference will be asked to fill out a spreadsheet in advance to indicate availability and interest in different tasks/roles during the weekend. Those in this role must be present at the Annual Conference. Tasks include assisting with setup/teardown, helping at registration, providing directions to attendees toward different rooms/sessions, being a runner/assistant for various sessions, taking photos onsite, being a room counter, etc. We will also be looking for poster judges.

- **Researching Potential Sponsors/Contacts** - Those in this role will assist the Fundraising Subcommittee, without formally being a part of the subcommittee, in doing initial research of potential sponsors/exhibitors from July through October. Experience is not necessary, but the task does require time for doing in-depth research to acquire contacts and background information about each potential contact. The information obtained will then potentially be used during outreach to the contacts. The research will consist of looking into and brainstorming contacts for sponsorship, Career Fair participation, exhibitors, and silent auction/raffle item donations.

- **Fundraising Cold Calls/Emails** - Those in this role will assist the Fundraising Subcommittee, without formally being a part of the subcommittee, in reaching out to potential sponsors/exhibitors from July through December. Experience is not necessary, but the task does require one to make multiple calls/emails, following a template. Calls/emails will be made to pre-identified contacts for sponsorship, Career Fair participation, exhibitor sign-up, and silent auction/raffle item donations.