



Annual Conference Planning Committee

Alliance Vision	To advance continuing education in the health professions.
Alliance Mission	To promote best practices in continuing professional development by empowering the community of health education professionals.
Committee Purpose	The purpose of the Annual Conference Planning Committee is to support the mission, vision, purpose and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance).
Committee Role	To plan the Annual Conference (AC) education program.
Strategic Priorities	<ul style="list-style-type: none">• This committee plans the Annual Conference. The goals that relate to this committee are:<ul style="list-style-type: none">○ Strategic Goal 1: Support of Members.○ Strategic Goal 2: Ensure the Alliance's financial stability.
Committee Responsibilities	<ul style="list-style-type: none">• Identify key topics of interest, themes and faculty including those that are apropos to identified interests and needs of the profession.• Solicits education session submissions• Provide other conference related logistical insight/guidance for staff• Review and recommend strategic priorities.
Scope of Authority and Lines of Accountability/ Decision Tree	<ul style="list-style-type: none">• The Committee will seek to make decisions through consensus.• The Chair will make a diligent effort to engage all members in decisions.• Decisions/recommendations of the group should be presented to the Board Liaison for review and final approval by the Board of Directors.
Committee Leadership	<ul style="list-style-type: none">• Committee shall have the officer positions of Vice Chair, Chair, and Past Chair.• Officers shall serve a 1-year term in each position, progressing from Vice Chair to Chair to Past Chair, for a total leadership commitment of 3 years on the committee.• The Vice Chair shall shadow the current Chair to learn the role and responsibilities. After serving 1 year, the Vice Chair shall then ascend to the position of Chair.• The Chair shall lead the committee, facilitate meetings, guide the committee's priorities and initiatives, and serve as the main point of contact. After serving 1 year, the Chair shall then transition to the role of Past Chair.• The Past Chair shall assist the new Chair to ensure continuity of leadership and provide guidance and mentorship during the transition.
Committee Composition	<ul style="list-style-type: none">• The committee is comprised of one committee chair, one vice chair, one past chair and up to seven committee members, who represent the majority of the Member Sections.• Each Committee member shall serve two-year terms, with a limit of two consecutive full terms.• The terms will be staggered.

	<ul style="list-style-type: none"> • Terms commence immediately following the Annual Conference.
Desired Qualifications of Committee Members	<ul style="list-style-type: none"> • Must be a member in good stand with a desire to advance the mission of the Alliance. • Demonstrated a strong record of working collaboratively as part of a team. • Demonstrated ability to prioritize workload, meet deadlines, and complete assignments.
Time Commitment and Expectations	<ul style="list-style-type: none"> • Approximately 2-4 hours per month to include monthly meetings. • All committee members are expected to sign a non-disclosure agreement. This agreement details the guidelines for data collection, confidentiality, and intellectual property ownership.