

### **Annual Symposium Committee Charter**

1. **Committee Purpose:** The Annual Symposium Committee provides the AOC with a focused team to plan and execute the Association's Annual Symposium. The Committee guides initial planning for the Symposium to include themes and messages as well as locations and timing. The Committee guides detailed planning to include agendas, speakers, and volunteers. The Committee directly interfaces with Government, Industry, Military, and other Electromagnetic Spectrum Operations (EMSO) stakeholders to build and present a world-class Annual Symposium.
2. **Responsibilities:** The Annual Symposium Committee will produce updated reports for presentation at BoD meetings or more frequently as required.

The committee will:

- Provide a liaison between the AOC and any group and organization desiring to participate in the Annual Symposium.
  - Engage EMSO stakeholders to participate in the Annual Symposium.
  - Provide integration pathways for the Annual Symposium Committee and other portions of the AOC staff such as Advocacy and Outreach, Marketing and Communication, and the Executive Director.
3. **Chair:** Appointed by the President for an objective term of a minimum of one (1) year.
  4. **Members:** Director of Meetings and Events, Director of Advocacy and Outreach, Executive Director, other members of the Board of Directors (BoD) appointed by the Chair, representative of the sponsoring organization. The Chair may expand the membership of the committee at their discretion.
  5. **Staff Support:** Director of Meetings and Events, Director of Advocacy and Outreach, Director of Marketing and Communication and Executive Director. Additional Staff Support requirements as proposed by the Chair.
  6. **Required Financial Resources:** Amount varies by year and is determined during the annual AOC planning cycle by the Chair, Director of Meetings and Events, and Executive Director.
  7. **Duration:** Ongoing and projected as a standing committee.

8. Communication/Updates to BoD: Regular reports are made to BoD at all meetings.
9. Participation by Non-Committee Members: At the discretion of the Chair with consideration by the Executive Director, Directors of Meetings and Events and Advocacy and Outreach. Non-committee members may be asked to participate for specific tasks, defined in scope and duration. The committee can be represented by both members and non-members.

