

## **Conference Committee**

1. Committee Purpose: To prepare for the execution of AOC-sponsored and co-sponsored US conferences. The committee will provide subject matter guidance and assistance for US conferences.

2. Duties:

- Work with headquarters staff and local chapters to facilitate the planning and execution of AOC-sponsored and co-sponsored conferences/symposiums in the US.
- Ensure current and future conferences are aligned with the AOC strategic plan.
- Assist with working alongside AOC staff and local committee to determine the relevant theme and subtopics.
- Support committee with agenda building and speaker outreach.
- Participate in planning calls as needed.
- Outreach to local community as needed to promote.
- Act as liaison among staff, Board and Chairman to resolve any problems/issues, as appropriate.

3. Chair: Appointed by the President

4. Members: The Committee for US conferences shall be composed of a Chairman and additional members as needed.

5. Staff Support: One staff conference lead supported by staff from the events team will be designated to support US conferences.

6. Required Financial Resources: Sufficient funds to plan and execute AOC-sponsored conferences in the US.

7. Duration: Ongoing

8. Communication/Updates to BoD: At each BoD meeting or as requested.

9. Participation by Non-Committee Members: Review current and future US conference/symposium schedules, participate in and attend conferences (suggested), recommend additional conference themes and opportunities and assist in other planning roles as needed.