

Committee	Conference Committee
Committee Charge	Determine the educational content of the NAMSS Annual Conference based upon member/attendee needs and industry technologies and trends.
Committee Goals/Responsibilities	Utilize past conference evaluations and call for abstract submissions to identify conference sessions that meet attendee needs
Committee Composition	The Conference Committee is composed of ten (10) members: a Chair, Vice Chair, Immediate Past Chair (only in the year following their term as Chair), the Education Committee Liaison, and additional members covering a diverse set of work experiences including but not limited to credentialing, managed care, provider enrollment, accreditation and regulatory matters, executive management, and leadership. The NAMSS President and the NAMSS Director at Large serving the state in which the conference will be held serve as Ad-Hoc members.
Membership Term	All committee members, with the exception of the Immediate Past Chair, serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). The Immediate Past Chair serves a one-year term and is not eligible for reappointment. Terms run January 1 st – December 31 st .
Expected Commitment	One extended meeting, held in the Spring each year which covers one to two days to select abstracts. Monthly conference calls shall be held with committee members during planning as necessary. Additional conference calls may be scheduled with the NAMSS Executive Office, Team Leaders, and speakers. 10-15 hours monthly with the largest commitment during the first quarter of the calendar year to review abstracts. The Ad Hoc members are not required to attend conference calls solely related on program content.
Selection/ Appointment	The Chair and Vice Chair are appointed by the President-Elect. Committee members are selected by the President Elect with input from the committee Chair. Committee member selections are approved by the Board.
Reporting	The Conference Committee reports to the Professional Development Council, providing verbal or written updates as needed.
Committee Requirements	<p>Committee Members:</p> <ol style="list-style-type: none"> 1. Express desire to serve. 2. Must be able to carry out the work of the committee. 3. Desire to advance the mission of NAMSS. 4. Active in the medical services profession. 5. Ability to work well with others. 6. Ability to make the necessary time commitment. 7. NAMSS member in good standing. 8. Ability to attend the NAMSS Educational Conference & Exhibition and serve as a session host (introducing speakers, managing questions and answer sessions, and assisting attendees as needed). 9. Ability to attend and actively participate in conference calls.

	<p>Committee Chair:</p> <p>In addition to the qualifications listed above, it is recommended but not required that the Chair previously served as Vice Chair of the Conference Committee.</p>
<p>Committee Roles and Authorities</p>	<p><u>Makes Decisions</u></p> <ol style="list-style-type: none"> 1. Conference Content. 2. Concurrent Session Speakers. 3. Conference Keynote Speakers. 4. Conference Schedule. <p><u>Makes Recommendations (to the Professional Development Council)</u></p> <ol style="list-style-type: none"> 1. Conference Committee members in conjunction with the current President. <p><u>Provides Input</u></p> <ol style="list-style-type: none"> 5. Conference Social Events. 6. Conference Attendee Promotion. 7. Conference Registration. 8. Conference Budget. <p><u>Monitors</u></p> <ol style="list-style-type: none"> 1. Conference Attendee Satisfaction. 2. Board of Directors Satisfaction. 3. Speaker Satisfaction. 4. Exhibitor/Sponsor Satisfaction.
<p>Staff Liaison(s)</p>	<p>Kat Mathis, Coordinator, Education and Learning Services kmathis@namss.org / (202)367-2435</p> <p>Laura Kennedy, Associate, Education & Learning Services lkennedy@namss.org</p>

Amended Date	Board Approval Date
12/6/2021	12/6/2021
11/11/2022	12/5/2022