



ANNUAL CONFERENCE COMMITTEE 2019 CHARTER

The National Association of State Procurement Officials (NASPO) shall have an Annual Conference Committee with the structure, authority and duties described below.

STRATEGIC ALIGNMENT & AREA OF RESPONSIBILITY

The Annual Conference Committee shall work in support of NASPO's strategic plan goal 2: *Create and promote innovative strategies in education and professional development.*

Specifically, the committee will develop Annual Conference educational programs in a manner that aligns with members' professional development needs and provides a venue for the NASPO community to interact, network and conduct the business of the organization in a positive, cohesive manner.

COMPOSITION

The committee shall be comprised of members selected based on their interest and ability to contribute to the committee's work.

LEADERSHIP

The chair shall be appointed by the NASPO President, and the vice chair shall be selected by the chair.
2019 Chair: Roz Ingram, Florida

BUDGET AUTHORITY

The committee shall have the authority to prioritize projects and authorize expenditures related to the Annual Conference, up to the amount budgeted and approved by the NASPO Board of Directors.

MEETINGS

The committee shall meet as often as it determines, either in person or by telephone. The committee shall maintain written notes of meetings and provide reports to the Board of Directors as requested.

SPECIFIC DUTIES

The committee shall work within the approved budget, policies and general strategy established by the Board of Directors in performing these duties:

- Develop and carry out an action plan to support NASPO strategies and the committee purpose.
- Assist in building the conference program in line with NASPO priorities and guidelines.
- Support the development of goals and objectives for the Annual Conference.
- Assist NASPO staff and Conferences & Meetings Champion to evaluate and select keynote speakers and the slate of presenters and panelists.
- Employ meeting strategies that support the adult education and networking needs of member participants.
- Serve as "liaisons" to support development of conference sessions and activities, as invited.
- Review the results of the post-conference evaluation to determine the course of action for future conferences.
- Ensure the educational program, content in all sessions and programming activities work in support of overall conference purpose, priorities and goals.