

## **Association Meeting Program Planning Task Force**

### **Purpose**

The Association Meeting Program Planning Task Force determines the program and speakers for each Association Meeting, as well as contributes to attendee engagement and experience strategies.

### **Charge**

The Association Meeting Program Planning Task Force is charged with creating and determining the program and speakers for each Association Meeting. It works with the Member Engagement Outreach Committee, the associate director, Events, a consultative group drawn from the other Association Committees, the executive director, and as appropriate the Board, to develop and plan activities and programs for each Association Meeting.

### **Membership**

- The Task Force is composed of five to seven ARL member representatives as identified through the annual expression of interest/nomination process.
- Separate from the Task Force itself, a consultative group of the current chair or designee from each Association Committee helps the Task Force brainstorm program topics and speakers, including a member representative from the Spring meeting host(s).
- The Task Force is chaired by an ARL member representative appointed by the Member Engagement and Outreach Committee.
- The Task Force includes the associate director, Events appointed by the executive director.
- Members of the ARL staff provide subject matter expertise to the Task Force in its work.

## **Terms**

- A Task Force member serves a one-year term.
- A larger consultative group member serves a one-year term.
- The term lasts approximately twelve months, from immediately after a Fall Association Meeting through the following year's Fall Association Meeting, (approximately November through October, one Spring Association Meeting and one Fall Association Meeting).
- The staff lead serves on the committee until reassigned or until departure from the Association.

## **Meetings**

- The Task Force meets as needed to conduct the work of its charge. The time commitment varies between 3-5 hours per month.

## **Areas of Responsibility**

The task force members are responsible for:

- Identifying and defining the program topics.
- Contacting and confirming speaker commitments, and connecting with speakers to develop their program sessions.
- Identifying and participating as program session chairs, which includes introducing the speakers and their session.
- Consulting with the associate director, Events on best practices in program planning
- The Task Force Chair is the Association Meeting program host.
- ARL staff is responsible for event and program logistics, Task Force meeting management, coordinating speaker logistics, and communications.

## **Decision-Making**

The Task Force makes recommendations to the Member Engagement and Outreach Committee and, as appropriate, to the executive director.

## **Code of Conduct**

The Task Force adheres to the ARL Code of Conduct in all of its deliberations and activities.

Approved by the Member Engagement and Outreach Committee August 12, 2022