

Association Meeting Program Planning Task Force

Purpose

The Association Meeting Program Planning Task Force develops and 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. The task force works with the Member Engagement and Outreach Committee; the director, Events; a consultative group drawn from the other Association Committees; the executive director; and, as appropriate, the Board of Directors, 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 institution(s).
- The task force is chaired by an ARL member representative appointed by the Member Engagement and Outreach Committee.
- The task force includes the director, Events, appointed by the executive director.
- Members of the ARL staff provide subject matter expertise to the task force in its work.

Terms

- Task force members serve a 14-month term, from August of the year of appointment to October of the following year.
- Consultative group members serve a 14-month term, from August of the year of appointment to October of the following year, but have no deliverables or tasks.

- 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 from three to five hours per month.

Areas of Responsibility

Task force members are responsible for:

- Identifying and defining the program topics
- Serving as liaisons to speakers—contacting and confirming speaker commitments, and connecting with speakers to develop their program sessions
- Identifying and participating as program session leads, which includes introducing the speakers and their session
- Consulting with the director, Events, on best practices in program planning

The task force chair is the Association Meeting program host.

ARL staff are 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.