

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 and manager, Events; director, Learning; the senior director, Engagement Strategy, 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:
 - at least four to six ARL member representatives as identified through the annual expression of interest/nomination process
 - a member representative from the Spring Meeting host institution(s)
 - liaison from the Learning Network Committee
 - two ARL staff members appointed by the executive director
 - director, Events
 - director, Learning
- Members of the ARL staff provide subject matter expertise to the task force in its work.

Terms

- Task force members and consultative group member representatives serve a 15-month term, from August of the year of appointment to October of the following year.
- The staff serve on the Task Force for its entire term.

Meetings

- The task force meets as needed to conduct the work of its charge. The time commitment is approximately 3 hours per month.

Areas of Responsibility

Task force members are responsible for:

- Identifying and defining the program topics and speakers
- May support speaker outreach efforts as needed
- Identifying and participating as program session leads, which includes introducing the speakers and their session and facilitating member engagement
- Consulting with the director, Events, on best practices in program planning, and the director, Learning, on best practices for learning content

The task force chair is a member representative from the Spring Meeting host institution(s).

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 executive director, and, as appropriate, to the Member Engagement and Outreach Committee and the Board.

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.
Approved by the Executive Director, August 8, 2024
May 12, 2025