



## **Annual Meeting Task Force Charging Document**

### **Purpose**

The Annual Meeting Task Force constructs the agenda, liaises with speakers, and facilitates Board member participation in NNECOS's signature event, the annual meeting.

### **Chair and Members**

As part of their responsibilities as an Officer of the Society and their preparation to assume the role of President of the NNECOS Board of Directors, the President-Elect will typically serve in the role of Chair of the Annual Meeting Task Force. Each year, at the conclusion of the Annual Meeting, the current President-Elect transitions into the role of President and the newly-named President-Elect begins the process of identifying and inviting NNECOS members to join the Task Force accountable for the Annual Meeting in the next calendar year.

The Task Force is typically comprised of 8-10 Board and non-Board members, at least one of whom is a NAHPAC member and one an allied health professional who is not currently a member of NAHPAC. The Programs & Services Steering Committee Chair and the Executive Director serve as ex officio members of the task force.

### **Responsibilities & Guidelines**

In general the Task Force meets monthly beginning in January and then the number of meetings increases in frequency as the meeting approaches. The Task Force coordinates with the abstract review team which evaluates submissions for poster and podium presentations according to the approved rubric.

The Task Force meets via electronic communication or in person as is most appropriate. Members will be notified in advance of all meetings.