



Spring Meeting Task Force Charging Document

Purpose

The Spring Meeting Task Force constructs the agenda, liaises with speakers, and facilitates Board member participation in NNECOS's Spring Meeting.

Chair and Members

The (Co-)Chair(s) of NAHPAC will typically serve in the role of Chair of the Spring Meeting Task Force. The Task Force invites all members of NAHPAC, as well as physician and allied health professionals not currently on NAHPAC, to participate in the planning and execution of the Spring Meeting.

Core Task Force membership is 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

The Spring Meeting Task Force meets at least monthly beginning with the NAHPAC annual recommitment following the Spring Meeting and then meetings increase in frequency as the next 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.