

Conference Planning Team

The Conference Planning Team has been established by the NAHQ Board of Directors to provide specialized expertise aligning with the Individual Point of Arrival: ***NAHQ is the professional home and THE trusted resource for Healthcare Quality Competencies, training, and certifications.***

Reporting to the Individual Strategic Advisory Council, the Conference Planning Team plans NAHQ NEXT the only annual conference designed exclusively for the profession.

Charge

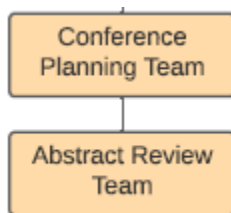
The Conference Planning Team develops, plans and promotes NAHQ's Annual Educational Conference, NAHQ NEXT.

Structure

Members of the Conference Planning Team include:

- The Conference Planning Team Chair who also serves as an appointed member of the Individual Strategic Advisory Council.
- The Conference Planning Team Co-Chair who also serves as the Chair for the Abstract Review Task Team.
- 7-12 additional contributing members.
- NAHQ's Director of Events serving as the staff liaison.

In addition to its own work, the Conference Planning Team oversees the work of the Abstract Review Task Team that are a part of its structure and is separately chartered.



Responsibilities

Responsibilities of Conference Planning Team include the following:

- Establish criteria for and review abstract proposals that align with NAHQ competency framework and meet the needs of the audience.
- Provides final selection of abstracts.
- Help with identifying and inviting speakers for live sim & on demand sessions.
- Provide guidance and feedback on overall marketing and content messaging.
 - May include working with staff to identify key content to highlight in marketing.
- Identify, monitor and resolve COI.
 - May include tasks such as reviewing PowerPoint presentations prior to the event, providing feedback to speakers, listening in on virtual sessions, etc.

- Provides assistance to speakers with content and an understanding of the audience
 - May include additional calls with speakers and NAHQ staff.

Qualifications

The Chair of Conference Planning Team is qualified as a member of the Individual Strategic Advisory Council. All other Conference Planning Team members must meet the following qualifications to serve:

- Must be a NAHQ member in good standing.
- Disclosure of potential conflicts of interest.
- Adheres to deadlines.

Terms

The Chair of the Team is nominated by the Chair of the SAC and approved the President and the Board of Directors.

Team members are nominated by the Chair of the Team and approved the President and the Board of Directors.

Team members serve a two-year term renewable once.

Leadership

The Conference Planning Team Chair serves as a member of SAC. Working closely with NAHQ staff, the Chair is responsible for tasks including:

- Planning and facilitating 5-7 meetings/year.
- Guiding the Conference Planning Team in meeting its charge and fulfilling its responsibilities.
- Holding Conference Planning Team members accountable for meeting deadlines.
- Providing guidance to team and sub-teams under the structure of the Individual Strategic Advisory Council.
- Working with the staff and the Co-Chair to identify and assess potential new Conference Planning Team members.
- Ensuring regular opportunities for self-assessment by the Conference Planning Team to improve performance as a team.
- Providing regular updates and making recommendations to the Individual Strategic Advisory Council on behalf of the Conference Planning Team and Abstract Review Task Team.

Staff Support

The primary staff liaison to the Conference Planning Team is the Director of Events. The staff liaison works closely with the Conference Planning Team Chair to ensure that the Conference Planning Team has the information and support it requires to fulfill its duties.

Specifically, the staff liaison is responsible for:

- Working closely with the Conference Planning Team chair to develop a meeting schedule and meeting agendas.
- Ensuring Conference Planning Team members have the information they need to be well prepared for meetings.
- Ensuring that the Conference Planning Team and all teams under its structure have a clear understanding of their charge and the information and staff support required to fulfill their responsibilities to the association.
- Keeping Conference Planning Team members informed in between meetings as required.
- Supporting the member selection process and orientation of new Conference Planning Team members.
- Drafting updates to the Individual Strategic Advisory Council on behalf of the Chair.
- Providing administrative support for the work of Conference Planning Team.
- Providing statistical analysis and writing support for research reports.

Estimated Number of Meetings & Time Commitment

It is recommended that team meet once per year virtually. Additional meetings may be convened at the determination of the Chair based on needs. It is estimated that the team will meet 25-35 hours during the year.

Confidentiality & Conflict of Interest

- All volunteers are required to complete and sign copyright assignment and confidentiality agreements, and conflict of interest disclosure forms prior to beginning work on any NAHQ projects and/or commissions and teams.
- Conflict of interest will be disclosed at the beginning of each year, and subsequently should be disclosed throughout the year if additional conflicts arise.
- All work conducted on behalf of NAHQ through a project and/or work on a commission or team, shall be deemed “work made for hire” (as defined by the federal Copyright Act, 17 U.S.C. Section 101 et seq.) and therefore NAHQ shall be the author of the work product and shall be the exclusive owner of all copyright, title, and interest in and to the work.
- A variety of confidential information will be shared with volunteers throughout the course of their engagement with NAHQ. All information, data, meetings, discussion, deliberations and decisions, and all materials provided in connection with the volunteer engagements that is known to be or reasonably should be known to be confidential, shall be maintained confidentially.

