SHS Conference Committee Charter 2012 - 2013

SHS Conference Committee Purpose

The Conference Committee supports the SHS Board of Directors and facilitates the annual conference. There are several roles on the Conference Committee: Past Conference Chair, Conference Chair, Conference Co-Chair, Day Coordinators for each day of the conference, Track Chairs for each educational track, Reviewers for each educational track, Moderators for each educational session, Student Activities Coordinators, Student Case Study Competition Coordinators, Student Paper Competition Coordinator, Marketing Coordinator, Marketing Writer, and Table Topics Coordinator.

Time Commitment

The Conference Committee begins to meet in the summer via telephone conference calls on a monthly basis. The meetings become more frequent as the time for the conference approaches in February. The majority of the time commitment is in reviewing conference educational abstract and presentation submissions, and providing feedback to the submitters. Total time commitment is estimated at 25 hours over a period of 9 months for track chairs, 10 hours for reviewers over a period of 9 months, and 2 hours for moderators during the conference. Meetings are called by the Chair of the Conference Committee and may include the entire committee or subsets of the committee. A substantial portion of the business of this committee is conducted via email.

Conference Committee Chair

The Conference Committee Chair is appointed by the Board of Directors two years in advance of each conference. The Conference Chair’s responsibility is to see that the committee is properly staffed and organized to produce an effective conference. For continuity, the minimum commitment of a Conference Chair is 3 years: 1 year as co-chair, 1 year as chair, and 1 year as past chair. The duties of the chair include:

1. Coordinate, oversee, and promote SHS’ Annual Conference.
2. Review the Strategic plan and Annual work plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
3. Prepare monthly status reports and minutes of meetings for review by the SHS Board of Directors.
4. Operate within budgetary parameters and provide guidance to the preparation of the SHS annual budget for the committee.

2012/2013 Conference Committee Responsibilities

1. Develop a meaningful educational program for the Conference.
   a. Solicit abstract submissions from SHS members, colleagues, past presenters, and others in the healthcare improvement community network.
   b. Identify abstract reviewers.
   c. Review and rank abstract submissions based on content as well as past speaker reviews if applicable.
   d. Coach presenters through development of their presentations, ensuring that all guidelines are followed.
   e. Ensure timely submission of presentation materials, and registration of conference speakers.
   f. Identify moderators for each educational session. Train moderators on their role, including ensuring that sessions start and end on time, and that feedback forms are collected and submitted.
   g. Market and promote SHS Conference to colleagues and others in the healthcare improvement community.
2. Identify and secure keynote speakers for the designated time slots.
3. Develop a pre-conference workshop program to be attended by at least 10% of conference attendees.
4. Report to the SHS Board status updates on Conference planning.
5. Ensure the tactical planning of the conference aligns with the strategic direction from the board. Specifically, ensure the conference program delivers on the strategy of:
   a. Providing meaningful networking time for attendees to gain solutions to challenges
   b. Delivering a program with high quality, valuable content for attendees
   c. Promoting the conference through various mediums to create a “buzz” about the event