

## Annual Conference Committee Charges

**Purpose:** The annual conference committee identifies, develops, administers, and evaluates education opportunities for the annual meeting and annual virtual meeting.

**Charges:** The annual conference committee will regularly review and provide suggestions to the board for CEU level opportunities as it relates to the annual meeting. The curriculum focus' and content areas will include but not limited to current trends in the physician practice setting. The committee will strive to ensure that they have relevant content for both new and experienced athletic trainers in this setting, as well as those interested in the setting such as athletic trainers and other healthcare professionals who wish to learn more about this setting. Finally, the committee will build content deemed relevant and needed taken from surveys from conference participants.

**Time commitment:** the annual conference committee requires a time commitment of two to five hours per month. The time commitment will vary based on the amount of curriculum content being developed or revised. During an average month, council work will breakdown approximately as follows:

- Monthly virtual teams' meetings (60 minutes)
- Network with potential speakers and subject matter experts (30 minutes)
- Read, review, and edit education curriculum components (60 minutes)
- Manage, edit, review items within the conference management platform (60 minutes)
- Some of the work is self-directed and can be completed as best fits personal schedules but all assignments are time sensitive so deadlines must be met.

**Composition:** Board liaison, chair, and up to X members- at-large. Chair will be appointed by the ATPPS board of directors. Members are appointed and recommended to the board by the chair. Members serve a three-year term, renewable three times. Council members will be representative of the overall membership.

### Qualifications:

- Member in good standing with ATPPS
- Desire to improve the education program delivered by ATPPS at its annual conference.
- Ability to identify and articulate the knowledge and skills needed to contribute effectively in a role within a physician practice.
- Ability to identify educational content needs for athletic trainers in various physician practices.
- Willingness to identify and recruit qualified speakers with expertise in various elements of the education curriculum.
- Express interest in serving on the committee.

### Requirements:

- Must be able to carry out the work of the committee
- Must be able to meet the attendance requirements
- Desire to advance the mission of ATPPS
- Ability to attend and actively participate in conference calls
- **Attendance at the annual conference is required**