

Annual Meeting Program Committee Charter

Purpose	The Annual Meeting Program Committee is responsible for developing a high-quality educational program for the PALTmed Annual Meeting that advances the organization's mission and strategic priorities. The Committee identifies timely educational topics, recommends qualified faculty, and helps ensure the meeting delivers relevant, evidence-based content that meets the evolving needs of clinicians and professionals practicing across the post-acute and long-term care continuum. Staff are responsible for conference operations, logistics, budgeting, marketing, accreditation, and implementation.
Ongoing Committee Activities / Committee Charges & Strategies	The committee undertakes the following activities: • Develop the educational vision and learning objectives for the Annual Meeting. • Recommend educational tracks, session topics, and innovative learning formats. • Identify emerging clinical, regulatory, leadership, and practice management issues that should be incorporated into the program. • Review and recommend proposals submitted through the call for presentations, when applicable. • Develop and advance a • Identify and recruit qualified speakers and subject matter experts who reflect diverse perspectives and expertise. • Helps to identify appropriate sessions for streaming. • Ensure the educational program aligns with PALTmed's strategic priorities and member needs. • Consider attendee feedback and evaluation data to recommend improvements for future meetings. • Advise on opportunities to enhance attendee engagement, networking, and the overall educational experience. • Support efforts to promote the Annual Meeting within the membership and professional community. • Perform other duties as assigned by the Board of Directors. • Work with the Membership Committee to implement the annual Futures Program educational content.
Roles and Responsibilities	Chair • Helps structure agenda for meetings. • In conjunction with the committee staff liaison, develop committee report for PALTmed Board (3x per year). • Runs an effective meeting to ensure involvement of committee members and the advancement of activities and charges. • Be prepared to review all annual meeting session proposals between August and September. • Work with staff to complete the program schedule and ensure appropriate

	flow to the educational program. • Implement any new elements or make improvements to programming as needed or desired. • Implement strategic direction of the meeting as may be directed by the Board of Directors • Communicates with the Board liaison before and after each Board meeting to share updates from the committee and to hear about new Board initiatives. Reports back to the full committee on each discussion with the Board liaison. • Identifies and mentors the next chair of the committee. • Assists with the selection of committee members. • Attendance at the PALTmed Annual Meeting. Vice Chair • Supports the committee chair to ensure responsibilities are met in a timely manner. • Serves as interim committee chair in the chair's absence. • Recommends individuals to serve as the next vice chair. • Ascends to the position of chair. • Attendance at the PALTmed Annual Meeting. Posters Chair • Work with staff to identify poster reviewers and train them on the review process as needed. • Review and evaluate all annual meeting poster session submissions in January. • Work with staff to schedule posters within the program schedule • Create opportunities for posters from Future Program participants to be visible within the meeting. • Attendance at the PALTmed Annual Meeting. Members • Prepare for and actively participate in all conference calls and meetings. • Work on projects as delegated by the chair. • Complete all assigned reviews. • Contribute ideas for content and speakers. • Attendance at the PALTmed Annual Meeting.
Workgroups and Other Committee Relationships	The Committee will engage with the President and President-elect to keep them informed of meeting planning progress.
Expected Commitment	The committee meets monthly via conference call. Committee members are expected to review all agenda/materials prior to each meeting and attend the conference calls as scheduled. The estimated monthly time commitment is 1-3 hours. There are some periods where the time commitment is higher due to reviewing session and poster submissions (August-September and January).

Committee Composition	The Annual Meeting Program Committee is comprised of a chair, vice chair, posters chair, and up to 10 committee members.
Committee Terms	The term runs from July to June. All committee members serve a two (2) year term, renewable for one additional term. The committee chair and vice chair each serve a one-year term. The Vice Chair ascends to the Chair position.
Selection/ Appointment	Members are appointed by the President with input from the chair. The committee chair and/or vice chair is recommended by the outgoing chair and appointed by the President.
Committee Requirements	Members - Express desire to serve with a special interest in advising the Association's Board of Directors on issues and best practices concerning the quality of care delivered to patients in post-acute and long-term care settings. - Exhibit a desire to advance the mission of PALTmed. - Can make the necessary time commitment. - Must be an Association member in good standing. - Must disclose all financial relationships on an annual basis. - Can attend and actively participate in conference calls. Chair - In addition to the above requirements, when possible, the chair should have previously served as the committee vice chair. Vice Chair - In addition to the above requirements, when possible, the vice chair should have previously served as a committee member.
Committee Members	Chair: Vice Chair: Poster Chair: Members
Staff Liaison(s)	TBD