



Program Committee Charter

Purpose

The ACU Program Committee is appointed and charged with responsibilities associated with development of programs, including the annual conference which will benefit members. The Committee shall perform needs assessments, plan, develop, and guide conference planning for members. Evaluation of ACU web content will be the responsibility of this Committee. In addition, evaluation of all programs offered to members will be the responsibility of this Committee. Programs offered will be consistent with the ACU mission, strategic plan, and/or direction provided by the Executive Director of ACU and the ACU Board.

Why Join the Program Committee

The best way to shape the programs, trainings and conference agenda for ACU is to join the Program Committee! Joining the committee is a great way to have your voice heard, expand your professional network, develop leadership skills, and develop strategies that contribute to ACU's mission.

Membership

- The Committee shall consist of one member from the ACU Board, at least 3 volunteers from the membership at large, a student and one ACU staff member.
- Membership is open to all ACU membership categories. Volunteers from all membership types, health professions, and experience levels are encouraged.
- The Committee Chair is appointed by the ACU Board President for a two-year term.
- The Committee Staff is appointed by ACU's Executive Director to assist the Committee.
- The Committee Chair will coordinate with the Board President to ensure that committee members are from diverse segments of the ACU membership.

Meetings

- Regular Committee meetings shall be held at least quarterly.
- Annual Conference Planning calls will be scheduled as Ad Hoc meetings as determined by the Committee Chair and the ED of ACU.
- The Committee shall maintain minutes of the meeting and report regularly to the Board of Directors.

Time Commitment

- The members of the Committee should plan on a minimum of one one-hour conference calls on a quarterly basis.
- Those members serving on the Annual Planning Committee Ad Hoc Committee should plan on more frequent calls for at least 6 months prior to the Annual Conference.
- Members reviewing the web content may have additional hours as needed.



Committee Priorities

- Review the strategic plan for the last five years to align work of the committee with organizational priorities.
- Evaluate opportunities to add programming to members as a service.
- Work with sponsors to determine additional opportunities to present programming to members.
- Review web content, related to clinical areas, for accuracy and timeliness.
- Assure diverse membership on this committee to provide programming reflecting needs of all clinicians – including but not limited to geographic and professional focus.
- Promote membership activation through the committee meetings and programs.