



ACU 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. 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 Staff is appointed by ACU's Executive Director to assist the Committee.

Committee Chair

- The Committee Chair is appointed by the ACU Board President for a two-year term.
- The Committee Chair will coordinate with the Board President to ensure that committee members are from diverse segments of the ACU membership.
- The Committee Chair will work with the ACU staff member to develop meeting agendas and ensure that the Committee's priorities are being realized through quarterly and ad hoc meetings.

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 ACU Executive Director.
- An ACU staff member shall maintain minutes of the meeting and report regularly to the Board of Directors. Alternatively, the Committee Chair may report to the Board of Directors in place of the ACU staff member.

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.

Committee Priorities

- Discuss new and emerging trends, issues, opportunities to address in ACU's existing programs.
- Identify opportunities to expand and strengthen ACU programs.
- Identify and support strategies in support of ACU programs, including the STAR² Center, ACU's clinical workforce recruitment and retention division.
- Ensure the success of ACU's annual conference by identifying the conference theme, reviewing and selecting workshop and poster proposals, and promoting the conference within networks.
- Assure diverse and inclusive membership on the Committee to provide programming reflecting needs of all clinicians – including but not limited to geographic representation, professional focus, and racial and ethnic diversity.
- Specify the intention of the committee to engage members in our work and build the capacity of ACU Program Committee members who might serve as future Board members.