

## **Annual Meeting Program Committee Charter May 2019**

The ACCP Annual Meeting Program Committee is a Standing Committee. The chair is appointed by the ACCP Incoming President every two years with the change in administration. The ACCP ByLaws (Article VII, Section 3g) indicate that the Board of Regents shall “confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article XI, Section 2a of the ByLaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

The main purpose of the Annual Meeting Program Committee is to develop and implement a successful Annual Meeting educational program.

### **Committee Membership**

The ACCP ByLaws (Article XI, Section 2g) states that “the Annual Meeting Program Committee shall consist of the Chairperson and at least four other Members of ACCP, one of whom must be a Regent. The President-Elect shall be an ad hoc member of the Committee.”

The Chair of the Education Committee shall also serve as an ad hoc member to the Annual Meeting Program Committee to meet the ByLaws requirement (Article XI, Section 2g) that says “the Chairperson of the Education Committee shall coordinate with the Chairperson of the Annual Meeting Program Committee and provide necessary guidance to assure the presentation of activities on scientific topics consistent with eligibility for designation for continuing education credits.”

In addition, Article V, Section 1a of the ByLaws indicates that the President shall be an “*ex officio* member of all Committees.”

Committee membership should be representative of ACCP’s membership and should therefore include representation from academia, industry and regulatory agencies, as well as MDs, PharmDs and PhDs. Persons with a focus on drug discovery, as well as those involved in clinical care, should sit on the Committee. In addition, a Student Member should be appointed.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP ByLaws, Article XI, Section 1), unless approved by the President.

### **Committee Role**

The ACCP ByLaws (Article XI Section 2g) state that each Annual Meeting Program Committee shall have as its primary responsibility and function the development of the activities to be presented at the ACCP Annual Meeting. The Chairperson of the Education Committee shall coordinate with the Chairperson of the Annual Meeting Program Committee and provide necessary guidance to assure the presentation of activities on scientific topics consistent with eligibility for designation for continuing education credits.”

The Annual Meeting Program Committee activities include, but are not limited to, the following:

- Update of areas of interest for Call for Proposals (March of previous year);
- Work with Staff to develop a theme (March of previous year);
- Work with Staff to issue Call for Workshop and Symposia proposals (April of previous year);
- Review and acceptance of proposals (late July of previous year);
- Development of an appropriate Annual Meeting program schedule (August of previous year);
- Present for Board approval the drafted schedule of events (September of previous year);
- Provide guidance to Faculty to ensure a high-quality educational event;
- Determination if any events will become post-meeting enduring materials;
- Identification of keynote speaker(s) (January);
- Work with Staff to issue Call for Abstracts (mid-January);

- Review and acceptance of abstracts (mid-late April);
- Development of a high-quality abstract/poster presentation program;
- Oversight of medical education grant submissions (April).

**Staff Support**

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures. Staff plays a critical role in managing the activities of the committee, development of the program and compliance of Faculty Speakers to meet the requirements for a successful meeting.

**How & When the Committee Meets**

The Annual Meeting Program Committee shall meet face-to-face once a year at the Annual Meeting in conjunction with the next year's Program Committee to discuss potential changes/improvements that can be implemented for the coming year. Routine conference calls are held throughout the 18-month planning period, as needed.