



Conference Committee

Chair Appointment & Term:

The Conference Committee Chair(s) is recommended from the current committee chair and is selected from an existing conference committee member who is active and in good standing. Final chair or co-chair approval is made by the NCMGMA President. The term of the conference committee chair position is 3 years which can be extended for a second term, if approved. Chairs are expected to represent the conference committee in the leadership council conference call, when scheduled, as well as for all Leadership Council meetings, retreats and NCMGMA business meetings.

Committee Member Appointment & Term:

The Conference committee members are recruited from various medical groups and affiliate members throughout the state for a three year term.

Expectations of Conference Committee:

The Conference committee plans the annual (or semi-annual) educational meeting(s) for the NCMGMA membership. The committee meets in-person 1-2 times per year for conference planning, with additional meetings by conference call as needed. The committee also utilizes email where a decision or opinion regarding conference content is needed. Although attendance at the in-person meeting is encouraged, a conference call can be arranged for those who wish to participate in the meeting, but are unable to travel to the meeting location. This committee is expected to maintain an active participation role and must be present at 75% of the scheduled meetings/conference calls.

Essential Duties of Committee:

1. Support the mission of NCMGMA by providing current/relevant educational programs, information exchange, networking, advocacy, and professional development opportunities for its membership.
2. Review speakers' material, share ideas for meeting topics, and contact speakers as necessary. In partnership with NCMGMA Executive Director, ensure expenses are within guidelines provided by the board.
3. Provide a quarterly Conference Committee report for the newsletter.
4. Provide assistance where needed at conferences; this may include set-up, preparing attendee packets, working at the registration desk, placing signage, speaker introductions, etc.
5. Communicate any issues or additional needs during conferences to the chair(s) and/or the Executive Director.