

## APDT 2023 Conference Committee Charter

**Operational Alignment:** Outline areas of the organization's yearly conference (in-person or virtual) where volunteers can assist the APDT Board and Staff in planning, executing, and evaluating the annual event.

**Mission:** To ensure that individuals attending the APDT annual conference leave the event with a first-rate experience of inclusiveness, networking and social interactions.

**Purpose (Role):**

1. To brainstorm ideas maximizing the conference attendee experience, including celebrating the past accomplishments, current projects, and future endeavors of the APDT.
2. To manage the solicitation, coordination, and management of the Border Collies before, during, and after the conference. Only APDT members can attend conference committee meetings, while non-members may volunteer to be a Border Collie at conference.
3. To ensure that all volunteers receive the necessary training, communication, and orientation for their roles at conference. This training must be completed before conference.
4. To volunteer at conference in areas to be determined by the committee (i.e. registration desk, Border Collie registration, exhibit hall, tote-bag stuffing, and receptions or to welcome guests to the conference and monitor chat rooms for a virtual event).
5. Differentiate the APDT conference from other industry conferences.

**Deliverables:** Report ideas on improving the conference attendee experience and areas where individuals need to volunteer. Board Liaison is responsible for providing a written report each month to be included in the APDT Board consent agenda document, regardless of if a meeting was conducted.

**Prerequisite Experience:** Experience as a volunteer at other industry conferences (in-person or virtual) is desired, but not necessary.

**Resources:** The committee will work with the following staff: APDT Executive Director, Event Manager. Communications will be via email and on-line community, with one (1) conference call every month. Committee members are expected to register and attend the 2023 APDT conference in Cincinnati, OH to participate as on-site volunteers.

**Authority/Limitations:** Members of the committee are not official representatives of the APDT and cannot represent the APDT on a local, national or international level without the prior written permission from the Board.

**Number of Members:** 6-10 Members + Board Liaison + Executive Director + Event Manager

**Co-Chairs:** Charity Knight and Jamie Hulan

**Board Liaison:** Ben Bennink

**Method of Committee Member Selection:** The Board of Directors shall appoint the Chair (or Co-Chairs) to the committee. The members of the committee will be selected from a call for volunteers from the general membership. Members of the committee are required to sign the APDT confidentiality and conflict of interest forms.

**Accountability:** The Chair (or Co-Chairs) and committee members are responsible to the Executive Director and the board of directors.

**Frequency of Meetings:** Conference calls will be held on a monthly basis and may become more frequent when the Chair (or Co-Chairs) deems necessary. Other work will be communicated electronically via email or through the online community.

**Proposed Date:** ASAP

**Effective Date:** January 1, 2023

**Duration:** 12 months

**Community Group:** 2023 Conference Committee