

NAGDCA Committee Charter

Title: Annual Conference Committee

Strategic Pillar: Members & Plan Participant Service Innovation

Purpose: Develop high quality programming and identify content experts for the Annual Conference

Composition:

Appointment of Chair: The Executive Board Vice-President shall be the Committee Chair.

Appointment of Members: The incoming Committee Chair will recommend new committee members to the Executive Board at the August Board meeting to replace outgoing committee members. The committee will include at least two at-large government members and at least two industry members.

Terms: The Chair will serve for one year. Members will be appointed to two-year staggered terms.

Mid-Term Vacancies: The President, in consultation with the Chair, will appoint members to fill mid-term vacancies.

Roles and Responsibilities: New committee members should attend a New Committee Member Orientation Session preceding the Annual Conference and all committee members should attend the Annual Committee meeting preceding the Annual Conference. Committee members will be expected to participate in conference calls as needed throughout the year to complete the committee responsibilities. The committee is responsible for developing the program content and identifying speakers for the Annual Conference.

Meetings: The committee shall hold its annual meeting the Wednesday afternoon at the conclusion of the Annual Conference. Additional meetings will be scheduled as needed throughout the year, typically as conference calls. NAGDCA staff will assist the Chair in developing meeting agenda and coordinating committee meetings/calls.

Minutes: NAGDCA staff will prepare and distribute meeting minutes to the committee and upon committee approval, to the Executive Board.