



Pediatric Endocrinology Nursing Society

Advancing Endocrine and Diabetes Care

Conference Planning Committee Charter

I. PENS' General Committee Structure and Function

- PENS Committees respond to the direction of the board by deliberating the best way to accomplish a task; they explore options and make recommendations for board action. Committees have the following functions:
 1. Oversight of current programs
 2. Evaluation of current programs for usefulness
 3. Recommendation of activities and initiatives for board consideration
 4. Exploration and development of new programs and products in response to board charges
- Committees meet via conference call and in person at the annual conference.

II. Conference Program Planning Committee's Purpose

Through its work, the PENS Conference Program Planning Committee provides excellent opportunities for pediatric endocrinology nurses to network with colleagues, gain knowledge, obtain contact hours, and interact with representatives from industry.

III. Chair's Responsibilities

- A. Work with staff to set the agenda for each call or meeting
- B. Hold monthly conference calls with committee members lasting 60 minutes on average
- C. Determine when to cancel a scheduled meeting or convene an unscheduled meeting
- D. Preside over all meetings and conference calls
- E. Delegate tasks to committee members
- F. Provide reports to the Board as required
- G. Submit annual reports to the membership in conjunction with the annual conference
- H. Approve correspondence sent on behalf of the committee
- I. Hold a pre-conference meeting with all committee members to confirm member expectations and responsibilities during the conference that were previously communicated. (See below.)

IV. Committee Member's Responsibilities

- Attend most (90%) conference call meetings. Active participation is expected on conference calls. Calls anticipated to occur monthly, lasting 60 minutes on average.
- Actively participate in the committee discussion by conference call and by email.
- Accept assignments as delegated by the Chair. Examples of delegated tasks include the following:
 - Review previous year's conference and speaker evaluations,

- Review the Call for Presentations for alignment with targeted topics and appropriate presentation time frame and level.
- Suggest general and concurrent session speakers/topics related to the content areas of interest to members and cutting-edge topics.
- Invite and be a liaison to the speakers recommended by or are assigned to you.
- Contact endocrine and diabetes companies for exhibit purposes. Provide contact information and company name to staff for follow-up.
- Attend the conference
- Moderate conference sessions, participate in greeting new members and first time attendees.
- Other tasks as dictated by the work of the Committee or chair.
- Review the Charter annually to determine if any changes are needed. If changes are needed, the CPC must recommend them to the Board for approval.

V. Board Liaison Responsibilities

- A. Report committee activities and bring committee recommendations to the Board
- B. Relay Board charges and feedback to the committee
- C. May moderate meetings in the absence of the chair
- D. Make recommendations for speakers or topics per board suggestions

VI. Staff Responsibilities

- A. Staff all meetings.
- B. Moderate meetings in the absence of the chair, vice-chair, and board liaison.
- C. Record minutes.
- D. Coordinate the distribution of agenda, minutes, and supporting materials to the chair, board liaison, and to the committee members.
- E. Maintain the roster of committee members.
- F. Send committee application responses from board to individual applicants annually.
- G. Communicate meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members.
- H. Draft and send correspondence on behalf of the committee.
- I. Complete committee tasks and follow up as requested by the committee.

VII. Committee's Goals for National Conference

The Board of Directors has established the following goals for the PENS Conference Planning Committee:

- Plan for up to a 2½ day conference, with the goal to offer a range of 15 to 21 hours of Continuing Nurse Education (CNE).
- Optional: Include interational pre-conference session(s) given the interest of the members and the amount of content submitted for presentations. These sessions can be targeted for smaller numbers of attendees and allow time for interaction.
- Include practical concurrent sessions: Basic and Advanced Practice for Endocrinology and Diabetes—all sessions should include interaction with the conference attendees as much as possible given the content.
- Consider different education formats for learning such as round table discussions, forums/panels and other interactive techniques.

- Reserve concurrent session time for the following areas:
 - Pharmacology CEUs
 - Advanced Practice concepts in endocrinology
 - Research session (concurrent or general) in conjunction with the Research Committee
 - Journal (writing for publication) in conjunction with the PENS Column Editor
- Leadership—introduction of the board of PENS -
- Include a time slot for
 - The awards ceremony
 - Annual membership meeting

VIII. Exhibits

- A. If requested by specific committees, informational tables can be set up
- B. Dedicated time allotted for members to interact with industry representatives as per Schedule of Events

IX. General PENS Board activities to consider in schedule

- A. One day on-site Board meeting
- B. Board orientation
- C. Committee chair orientation
- D. Committee meetings during conference

X. Ongoing Projects and Programs Overseen by the Committee

The PENS Planning Committee oversees the following activities:

- A. Confirms with the board the location of the conference and the facilities allotted.
- B. Collaborates with staff to work within the allotted conference budget.
- C. Reviews evaluations of past programs, trends in pediatric endocrinology, needs assessment of members, new literature, and develops format and content for the conference program.
- D. Collaborates with staff in the development of a Call for Proposals for concurrent sessions and posters.
- E. Selects speakers for all conference sessions and designs the program for the conference based on the template available given room availability and timing of the events.
- F. Assists with various aspects regarding the conference planning, such as development of evaluations, marketing plans, and identifying potential sponsors.
- G. Assists at the conference as needed with activities such as introduction of speakers, moderation of sessions and thank you notes to speakers.
- H. Complete the “Potential Speaker Information Form” and submits to the Executive Office or emails information to CPC chair and/or the Executive Office.
- I. If the CPC member’s recommended speaker is selected for the program, assist the speaker in completing the objectives and other details for the CNE application.

XI. Communication between the Board and Committee

- A. The Chair of the Planning Committee submits reports to the Board on behalf of the Committee twice a year—just prior to the Board’s fall Board meeting and just prior to the Board’s pre-conference meeting, held at conference. The Committee also

communicates to the Board when it has a proposal or request that requires Board approval.

- B. The Board communicates with the Committee through the Board Liaison or, in some cases, the President or his/her designee will communicate with the chair of the Committee. The President is an ex-officio member of the committee and may participate on Committee conference calls. The Committee Chair may be invited to participate on a Board conference call.

Appointment of Committee Members and Term of Appointment

- A. The committee year runs from conference to conference of each year.
- B. A call for volunteers is distributed just prior to conference yearly by e-blast. Interested members will be asked to submit an application to the executive office.
- C. The committee can solicit volunteers at the conference meeting. Interested members will be asked to submit an application to the executive office.
- D. Members of the current committee will remain on until the completion of the conference.
- E. Conference planning committee will meet at conference if needed and will communicate through the conference to assure the smooth running of the events.
- F. The committee shall consist of four members, the vice-chair, and the chair, with a cap of five members plus the chair.
- G. Selection of the committee will take place after the current conference. Applications will be reviewed by the board with input from the committee chair and vice-chair. Committee selection will be completed by May annually with members being notified of selection decision by June. The first committee planning call for the next year will typically occur in July.

Appointment of Committee Vice-Chair/Chair and Term of Appointment

- The term of vice-chair/chair is two years, consisting of one year as vice-chair and one year as chair. The term runs from close of conference one year to the close of the next conference biennially in a rotating fashion.
- A call for a committee vice-chair is sent to the committee to identify volunteers; all volunteers are considered by the committee, and a recommendation is made to the board for appointment. A vice-chair will need to be appointed annually to continue the rotation between vice-chair and chair.
- The vice-chair is a board-appointed position who will assume the chair role after one year or as deemed needed or appropriate by the Board.

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