

Policy 7-95 revised

Date: January 27, 2020

Policy and Procedure: Conference Committee and Guidelines for Committee

The Case Management Society of New England (CMSNE) is a recognized professional entity actively engaged in promoting educational opportunities for its members. The Annual Conference Committee supports the membership-at-large through development and staging of a multi-day educational conference each year.

The Goals of the Conference Committee are:

- Organize and complete multi-day educational annual conference in the fall
- Develop program content of interest/value to membership that promotes case management practice and provides educational and networking opportunities that address the wide range of practice types across the membership on across all practice settings and multiple states that we serve.
- Provide competitively priced continuing education opportunity for the membership.

Composition of the Conference Committee:

- A Board Liaison assigned by the Board of Directors with prior Annual Conference planning experience.
- A Chair or Co-chair, recommended by the previous year's chair and designated by the CMSNE board. This individual must have prior Annual Conference Committee experience.
- No more than a total of six (6) members (inclusive of both Chair and/or Co-chair) with at least two (2) committee members having prior Conference Committee experience
- Committee members shall serve no more than three (3) consecutive terms on the committee to allow for new member development. Each year, 2 committee members will rotate off the committee allowing for the mentorship/participation of 2 new committee members at each conference.

The Conference Committee is led by a Chair/Co-chair with support from the Executive Director and Board Liaison.

The committee Chair/Co-chair and Board Liaison in cooperation will keep the Executive Director and Board of Directors informed as to ongoing progress with planning and development, well in advance of due dates. This is accomplished through regular verbal and/or written updates to the Executive Director and Board as well as by updates to the committee e-mail group to which the Executive Director is subscribed and through direct communication by email, telephone and face-to-face contact.

The Chair/Co-chair and Board Liaison are responsible for bringing obstacles in planning and organization to the attention of the Executive Director as early as possible for guidance, additional support and resolution.

Benefits of Committee membership:

Committee members benefit from involvement in the following manner:

- Receive complimentary registration and paid double occupancy accommodations (room and tax) at the hotel for the duration of conference responsibilities.

- Increased networking opportunities with Corporate Sponsors, facility hosts and peers
- Development of organizational and event planning skills
- Conference committee members who are presenters for a session will receive the usual speaker's honorarium

Role of the Committee Chair/Co-chair:

- The Chair/Co-chair must be a current and active Case Manager member of the Chapter. The Chair/Co-chair must have served at least one (1) previous year as a member of a CMSNE Conference Committee.
- The Chair/Co-chair agrees to serve for a period of at least one (1) full year.
- The Chair/Co-chair shall actively mentor committee members for possibly serving an additional term.
- The Chair/Co-chair in cooperation with the committee members, are responsible for:
 1. Investigation, selection, review of site contract and booking of site
 2. Developing the theme, overall conference educational objectives, logo and schedule for the program, based on current healthcare trends and participant recommendation.
 3. Identifying and contracting with qualified speakers
 4. Developing a budget to ensure all expenses related to the program are met and a pre-determined profit is experienced for chapter
 5. Investigate, solicit and secure conference sponsors and exhibitors
 6. Ensuring that appropriate communication is completed via development and distribution of a program materials to include Save the date, Call for Papers, brochure, articles in the chapter newsletter, eblasts and postings on chapter social media channels, i.e. Facebook, Linked In, etc.
 7. Securing continuing education units for attendees to include CCM, RN & SW
 8. Coordinating onsite facility and participant needs the day of the program
 9. And completing conference related activities as assigned/requested by the Chair/co-chair of the committee
- The Chair/Co-chair is/are the committee's primary point of contact with the Executive Director and Board of Directors.

Roles of the Committee Member:

- Committee members must be current and active members of the CMSNE Chapter, new members to the committee must have served on another CMSNE conference committee for at least one year prior to consideration for joining the Annual Conference Committee.
- Each committee member agrees to be an active participant on the committee for a period of at least one (1) full year.
- Committee members agree to be an active participant on the committee to ensure that all responsibilities associated with the successful implementation of the program, as mentioned under Role of Committee Chair/Co-Chair. Be available and actively participate in conference events as assigned

Communication:

Primary communication vehicles include: email group, telephone contact and face to face meetings.

Each member is responsible to review all incoming email messages and respond to them as requested within 2-3 business days in order to participate in committee business, unless otherwise indicated that immediate attention/action is required. Members are requested to advise Chair/Co-chair and/or Executive Director if they are going to be unavailable for any extended length of time (i.e. vacation, illness, etc.), this will allow the committee to continue to move forward with committee business.

Committee members must respond monthly to meeting agenda notice by forwarding an e-mail

directly to the Committee Chair if they are not attending. Committee members are allowed 3 excused absences before they will be asked to excuse themselves from the committee.

When appropriate, the committee Chair/Co-chair may convene a telephone conference call or in-person meeting to facilitate decision-making. Committee members make reasonable effort to meet the communication requirements of the committee through participation with other committee members. If unable to attend a live or teleconference meeting, each member notifies the Committee Chair in advance.

Inability to comply with commitment:

If a committee member, Chair or Co-chair is unable to meet the requirements of committee membership, it is their responsibility to step down promptly in order to allow the Chapter to continue to meet the needs of its members. The Chair informs the Executive Director and Board Liaison of the resignation. In consultation with the President, a new committee member or chair or is selected/assigned.

Please note that at the discretion of the chair, in consultation with the Executive Director and President, an alternate member may receive a discounted or complimentary registration depending upon their level of active participation on behalf of the committee.

Signed off:

Handwritten signature of Doug Cushman in cursive script.

Date: 1/27/20

Douglas Cushman,
CMSNE President 2019-2021