

# COMMITTEE CHARTER

Committee Name: Forum Committee

Year: **2008**

PURPOSE (WHAT)			COMMITTEE MEMBERS (WHO)	
Provide support to help define overall program content, overall program session objectives, identify and obtain appropriate speakers Support ED in the site selection process and other conference activities as needed Determine the process for developing the programs Deliver relevant and timely program Review Forum feedback to advise next forum committee			<b>Chair:</b> Ana Fernandez <b>Affiliate Lead:</b> Barbara Lemos <b>Members:</b> <i>Mitch Fonda, Larry Deeney, John DeSelm, Joe Dionne, Melinda Edwards, Dawn Krueger, Margery Moore, Carla Lane, Johanna Jobin, Connie Sasala, Bernie Frist</i>	
DELIVERABLES / GOALS			STRATEGY (HOW)	
Relevant Timely Conference Program			Conference call 3rd Thursday of every month at 3pm EST Email regularly to maintain schedule  Create the most intriguing agenda possible to maximize attendance Coordinate Exhibitor and Sponsor Involvement with Program Development	
ACTION ITEMS/ MILESTONES	TARGET DATE	STATUS		TIME COMMITMENT FOR VOLUNTEERS
Develop 4 tracks	Jan-08			Four hours per month, from March to September  <b>STAFF PARTICIPATION (To be completed by NAEM staff)</b> Carol Singer Neuvelt Hilary Phelps  <b>BOARD OF DIRECTORS ACTIVITY REQUIRED</b> ___ BOD _____ ___ BOR _____ ___ Cabinet _____
Theme for the 2008 Forum	Jan-08			
Focus on committee selection	Jan-08			
Initiate committee calls	Jan-08			
Develop 24 sessions	Mar-08			
Finalize speaker selection	May-08			
Speaker invitation and letters sent out	Jun-08			