

# **IBA ORGANIZATION & COMMITTEE CHARTER**

**TITLE: ANNUAL CONFERENCE COMMITTEE**

**TYPE COMMITTEE: STANDING COMMITTEE**

**AUTHORITY: APPOINTED BY THE IBA BOARD OF DIRECTORS**

## **RESPONSIBILITIES:**

This Committee assists the Vice President and Association Manager and acts in an advisory capacity to the Board. It will meet periodically to address and review the following.

- Develop and make recommendations to the Board on meeting topics and format
- Research and make recommendations to the Board on specific speakers for the conference
- Work within the annual conference budget
- Develop survey for the Manager to execute

## **ORGANIZATION**

The Conference Committee will consist of five (5) members. They will serve a term of one (1) year.

## **REPORTS AND MEETINGS**

Annually (December), submit a written report to the Board summarizing activities, current and future issues, membership status, and recommendations. At least quarterly, the Chair or the Vice President will attend the Board teleconference meetings and submit a report of past and future activities and recommendations. Publish meeting agendas and minutes and conduct meetings, as necessary. Meeting minutes will be provided to the Manager and may be published on the website. Meetings will be held via teleconference and/or via email discussion.

## **REVIEW**

This charter will be reviewed annually by the Board of Directors at its April Monthly Board meeting.

## **APPROVAL**

This Charter was approved by the IBA Board of Directors at the March 2008 Monthly Board Meeting.