



Conference Planning Committee Terms of Reference

Purpose:

The Conference Planning Committee plans, coordinates, and evaluates PTSA's annual conference as the organization's flagship professional development event.

Authority:

The Committee operates within the educational priorities established by the Education Advisory Committee and within the approved budget and annual plan authorized by the Board of Directors.

Responsibilities:

The committee will:

- Recommend educational content and learning objectives.
- Identify and recruit speakers.
- Develop the conference agenda.
- Coordinate accreditation requirements.
- Incorporate networking and entertainment opportunities.
- Support event logistics and delivery.
- Assist with sponsorship and exhibitor engagement.
- Participate in conference promotion and marketing, working with PTSA communications teams.
- Monitor registration targets and attendance trends.
- Collect and review attendee evaluations.
- Recommend improvements for future conferences, including brand enhancements.
- Review and apply planning guidelines and procedural requirements.

Membership:

The Committee will be comprised of:

- Committee Chair
- Education Advisory Committee Liaison (ad hoc)
- 6 members
- External planning consultant

Qualifications:

- Members should collectively bring experience as participants, presenters, planners, or volunteers in other conferences and other continuing education programs.
- The committee should include individuals who actively engage in external learning opportunities and can contribute ideas, emerging practices, and innovative approaches to enhance the educational program design and member experience.
- Members should also bring professional networks and relationships that may support conference sponsorship, exhibitor participation and speaker recruitment.

Committee members will serve a one-year term, with the option for renewal.

Meetings:

- Monthly, with the potential for frequency to increase to bi-weekly immediately preceding the conference.
- Quorum will consist of a majority of Committee members.

Reporting:

The committee will provide to the Education Director and Administrator:

- The education program (topics and speakers) for approval.
- Budget recommendations and post-conference final report.
- Quarterly reports that summarize venue contract amendments, registration numbers, and sponsorship status.

Resources and Support

PTSA will provide access to resources required for Committee members to effectively fulfill their roles in accordance with policies and procedures. This may include:

- Access to PTSA Google shared drive for document repository.

Date approved:

Revision history:

Date Last Updated	Revision Description