



CONVENTION PLANNING COMMITTEE CHARTER

Purpose

The Convention Planning Committee shall assist with logistics for NACA's annual Convention, including the development of networking opportunities during the convention, volunteer recruitment/scheduling, and marketing of the Convention.

Membership

The board will appoint the committee chair and members and each will serve a term of one year. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The committee shall have a minimum of five members and a maximum of seven members.

All members of the committee shall be NACA members in good standing.

Authority

The committee has no expressed or implied power or authority.

Responsibilities

- Assist in planning the Convention agenda.
- Assist with exhibitor and sponsor solicitation.
- Develop networking activities to encourage attendee participation.
- Review convention evaluations to enhance future conventions.
- Assist in recruiting volunteers to assist with onsite convention logistics.

Meetings

The committee shall meet monthly. A majority of the committee members shall constitute a quorum. The committee chair will keep a copy of the committee meeting minutes and forward a copy to the board secretary. The committee chair may invite any



director, officer, staff member, expert, or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

The committee will review its charter annually and recommend any proposed changes to the board for review.

This charter was approved by the board on February 15, 2024. This charter was last updated on February 15, 2024.