



## Annual Conference Planning Committee Committee Member Position Description

**Purpose:** The Annual Conference Planning Committee helps sustain ASSP as the preferred source for education among safety professionals by assisting in the planning, development and implementation of a quality professional development conference where OSH professionals can increase their knowledge and skills through educational sessions, exhibits and networking activities.

### Key Responsibilities

- Select topics, speakers and session tracks that add value and will encourage OSH professionals to attend the conference
- Recommend innovative programs and activities that will help enhance the attendee experience
- Provide guidance as necessary to staff and the exposition management company to obtain a high satisfaction level for both attendees and exhibitors
- Develop and implement guidelines for speakers, ambassadors and others as necessary
- Work with staff liaison(s) to ensure that established activities are carried out on schedule

### Support

- Orientation with Annual Conference Planning Committee chair and staff liaisons

### Benefits

- Influence the tenor and focus of the OSH profession's premiere educational and networking event
- Develop leadership, project management and speaking skills
- Learn about new methods for delivering education
- Contribute to the growth and development of ASSP and the safety profession
- Earn professional certification maintenance points

### Time Commitment

- Term of office: 3 years; July 1 to June 30
- Average hours per month: July - September = approximately 40 total hours; October - June = 3 hours per month

### Qualifications

- Member of ASSP in good standing
- Ability to work with a team, building consensus on a large-scale event that affects the growth of the profession
- Program development experience helpful

### Contacts

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The PDC Planning Committee is a standing committee of the Council on Professional Development. The council vice president appoints the committee with approval by the Council on Professional Development. Nominations are reviewed each May and appointments are announced each June.

