

MISSION

To plan and oversee the organization and development of all program content, exhibit and sponsorship events, and social activities for the PEARL Electrical Safety, Reliability, and Sustainability Conference and Exhibition.

ROLE

The Conference Planning Committee is responsible for:

- ▲ Developing the educational program content with a focus on advancing knowledge in electrical equipment recondition to meet the needs of PEARL members and other stakeholders as appropriate.
- ▲ Identifying content topics and potential speakers.
- ▲ Coordinating with staff the securing the speakers, presentaton descriptions, biographical information, and presentation needs in time to conduct an effection conference marketing campaign.
- ▲ Working with staff to develop and implement a marketing strategy for the conference to the membership of beyond.
- ▲ Contacting identified potential speakers to determine willingness and availability.
- ▲ Reviewing evaluations from prior conferences to identify gaps in eductional offerings/needs to ensure that content remains relevant.
- ▲ Coordinating with staff to identify appropriate options for social events, partner programming options, and other optional events considerations.
- ▲ Recommending to the Board changes in member categories as appropriate.
- ▲ Recommending to the Board program design changes where appropriate.
- ▲ Establishing and overseeing subcommittees and taskforces needed to meet the Committee's objectives.
- ▲ Recommending the appointment and termination of subcommittees and taskforces and/or their members as tasks are defined or completed or to address performance needs.

Meetings

The Conference Planning Committee will conduct business of the committee through an ongoing schedule of conference calls and electronic communications. The Committee and any subcommittee or task force will utilize a consensus decision making process when possible. When consensus decisions are not possible, decisions will be made by a simple majority vote on a conference call or by email vote.

Committee Membership

Committee Leadership: The Conference Planning Committee shall have a Chair that is a current director, officer, or alternate director of the Board or another experienced PEARL member as appointed by the President. The Chair's term shall be for two years or until a successor is chosen by the President. All other Committee members shall be from a member company in good standing of the Association.

Other Committee members shall include:

- ▲ The Association's Executive Director as an Ex Officio member, or their designee.

Responsibilities

The Chair is responsible for:

- ▲ Serving as Chair for all meetings of the Committee.
- ▲ Coordinating with staff for the development of meeting agendas and related materials.
- ▲ Appointing the Chair for any subcommittees and/or taskforces that might be necessary for the conduct of Committee business.
- ▲ Coordinating appointment of subcommittee and taskforce members with the Chair of the respective subcommittees and taskforces.
- ▲ Coordinating development of subcommittee/taskforce goals and objectives with the respective subcommittee/task force chair, for review and approval by the Committee.
- ▲ Coordinating ongoing activities of subcommittees and taskforces with those of the Committee.
- ▲ Coordinating and/or overseeing the coordinaton of activities and programs as approved by the Board.
- ▲ Appointing a member of the Committee to chair meetings in his/her absence.
- ▲ Reporting Committee activities to the Board.
- ▲ Grooming future leaders for the Committee to ensure a planned succession is in place for the committee and to provide opportunities for new leadership participation.

The Association's Executive Director, or their designee, shall be responsible for:

- ▲ Coordinating with the Committee Chair for the development of meeting agenda and related material.
- ▲ Producing minutes of all meetings of the Committee.
- ▲ Maintaining the roster of Conference Planning Committee members.
- ▲ Coordinating and scheduling Committee meetings.