



## Winter Conference & Expo Committee Charter

This charter sets forth the purpose and membership requirements of the Winter Conference & Expo Committee (the “**Committee**”) of the Asphalt Pavement Association of Indiana (the “**Association**”) and establishes the authority and responsibilities delegated to it by the Association and its Board of Directors (the “**Board**”).

### **Purpose**

The Committee will guide the Association’s annual Winter Conference & Expo (the “**Conference**”) planning efforts to create an event that will provide attendees with a valuable educational and networking experience, as well as give exhibiting companies ample opportunity for meaningful interaction with APAI members and agency employees.

The goals and responsibility of the Committee include:

- Review and assess the prior years’ Conferences and make meaningful suggestions on improvement.
- Evaluate and select topics and speakers for general sessions and breakout sessions.
- Suggest innovative ideas to keep the conference fresh, relevant, and fun.
- Promote and market Conference to potential attendees and exhibitors.

### **Membership**

The Board shall appoint a Chair and Vice Chair of the Committee, and each will serve a term of two years. Terms of the Chair and Vice Chair may be repeated at the discretion of the Board.

The members of the Committee shall be appointed by the Association staff liaison. Any person that is an employee of an Association member (all membership classifications) is eligible to be a member of the Committee. There shall not be a minimum nor maximum number of Committee members. Members shall not roll off the Committee unless by request. The Chair, Vice Chair, and Association staff liaison may remove any member from the Committee at any time with or without cause.

## **Meetings**

The Committee will meet three times annually, and more often as needed. Minutes of all Committee meetings shall be taken and shall be approved at subsequent meetings. Twenty-five percent (25%) of the Committee members shall constitute a quorum. The Committee may form subcommittees and/or task forces as needed.

## **Roles & Responsibilities**

Committee members are expected to actively support the initiatives and goals of the Committee by:

- Attending 75% of Committee meetings.
- Attending the Conference and volunteering for a one-hour shift at the Conference registration desk.
- Suggesting topics and speakers for general sessions and breakout sessions.
- Assisting APAI staff as needed with inviting speakers to the Conference.
- Serving as moderators during breakout sessions.

The Committee will review its charter annually and recommend any proposed changes to the Board for review.

### **APAI Staff Liaison**

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