

# Conference Committee Charter

## 1. Purpose

The committee's primary responsibilities will be to advise staff on topics and speakers for the conference and additional responsibilities will be to provide input to staff for the development of the theme, selection of location, sponsors, exhibitors, and other events to be held in conjunction with the Association's annual conference the National Conference on Building Commissioning (NCBC). This committee will collaborate with the Education and Training Committee (ETC) to develop appropriate content topics based on the BCA core curriculum as it relates to commissioning professionals and other building industry stakeholders. The committee also will assist the staff to assure the accuracy and consistency in the content of instructional materials to the BCA mission and Best Practices of the Association and the technical standards of the industry.

## 2. Primary Responsibilities

The Committee shall provide guidance on the following specific tasks:

- Collaborate with the ETC and the Professional Development Committee to develop a framework for determining the conference theme, selecting conference tracks and topics. NCBC topics typically address current commissioning industry "hot topics", advanced technical topics, business topics, and topics of interest to commissioning professionals and industry stakeholders.
- Communicate with the local Chapters to identify regional topics of interest and potential Keynotes Speakers.
- The Committee upholds standards for quality sessions by:
  - Selecting and inviting industry experts to present
  - Reviewing and evaluating abstracts
  - Set NCBC standards for conference speakers that address session titles, learning objectives, and the development and delivery of presentation content.
- Review conference speakers' presentation content to verify content meets NCBC standards. Identify and communicate with BCA Staff to select keynote speakers
- Work with Chapter Membership to provide all staffing for Moderators and Room Hosts
- Solicit and/or obtain contact information for regional/local sponsorships and exhibitors
- Support Staff with site logistics
- Assist Staff to prepare quarterly Board and Member reports.
- Assist Staff to prepare budgets at the appropriate time.

## 3. Membership

The Committee shall consist of a minimum of eight and a maximum of twelve members. The Committee shall ensure adequate membership to carry out the tasks specified in Section No. 2.

The chair of the Committee shall be nominated by the Executive Director through an application process and with final approval by the Board of Directors. The chair of the committee shall serve a two-year term. All other Committee members will submit an application to serve on the committee. The application will include their credentials education, experience, and how they are qualified to

contribute to the NCBC Conference Committee to meet the committee's strategic goals and objectives.. Members shall serve for a one-year term. There shall be no limit to the number of terms any member may serve.

Members that are absent from four committee meetings per year, will be asked to resign from the committee

#### **4. Meetings & Reports**

The members of the Committee must meet at least once per year in person (preferred at NCBC). Members are responsible for their own expenses to attend meetings.

Committee will meet on a monthly basis via teleconference unless otherwise determined by the committee chair and the Executive Director

#### **5. Duration**

The Committee shall serve until dissolved by the Executive Director.

