



ASA Conference Committee Charter

Mission & Purpose

The mission of the American Society of Acupuncturists' (ASA) Conference Committee is to ensure a successful ASA Annual Conference. This committee's purpose is to plan, organize and execute this conference and to provide continuing education for our professional and student membership on the topics relating to Acupuncture Medicine.

Committee Membership

This committee will be comprised of at least 5 (five) and no greater than 12 (twelve) members who have been vetted by the Nominating Committee and approved by the ASA Board of Directors (ASA BOD). The Chair of the ASA Conference Committee will be appointed by the ASA Chair. Members will have 2-year terms with no maximum term limits.

The Board Liaison member will be appointed by the ASA Chair.

Responsibilities & Authority

The ASA Conference Committee is responsible for:

- Determine the Date and Location of the Conference
- Approve the Annual Theme
- Determine Course Content & Agenda: Subjects and Speakers
- Seek funding support, soliciting sponsors and supporters
- Provide event planning
- Advertisement of event
- Establish workgroups for specific aspects of the conference.
- Provide NCCAOM PDAs for conference attendees
- Review Conference Feedback

- Obtaining ASA BOD approval for contracts with ASA fiduciary responsibility greater than \$1,000, with the exception of speaker expenses.

Meetings

The Conference Committee shall meet as often as its members deem necessary to perform the committee's responsibilities, but not less than 6 conference calls per conference year.

Reporting

The Committee shall make regular reports to the ASA BOD and will propose any needed action to achieve its purpose to the Board.

The Committee shall conduct a biennial review and reassess the adequacy of this Charter and recommend any proposed changes to the Committee Chair and ASA Board.

Authored by LiMing Tseng, LicAc
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