



## USASBE

### Conference Commission Charter

*Updated: September 2025*

USASBE is committed to fostering a positive, inclusive, and respectful environment for all members, volunteers, partners, sponsors and participants. **This Conference Commission Charter outlines the responsibilities, expectations and procedural needs of the commission.**

#### **Purpose**

The USASBE Conference Commission is a committee of the USASBE Board of Directors, with a focus on the thematic content of the annual USASBE conference. This commission strategically endeavors to make the content of the conference reflective of the needs of the membership, maintaining the rigor and high standards of USASBE.

#### **Structure and Membership**

- This commission shall consist of at least five USASBE members and shall be appointed by the Board of Directors upon nomination by the Governance Committee. At least one Conference Commission member should be a Board member who will be responsible for bringing Commission matters to the Board.
- When there is a specific host school, at least one member of the commission should represent the Host school or schools for the Conference and can serve either a one-year term or a two-year term.
- Members of the commission shall be appointed for two-year terms, to begin at the start of a Board year. Assigned terms will be staggered so that all term expirations do not occur at the same time. Commission members may serve a maximum of two consecutive terms.
  - At the start of every fiscal year, HQ will ensure that terms of service for each committee/commission member are updated, documented, and communicated.
- The Commission Chair shall be elected by the commission members. The Commission Chair will serve a one-year term. The Commission Chair will lead the committee and oversee meetings and activities.
- A commission Secretary will be selected by the commission membership at the first meeting of a Board year. The commission Secretary will ensure that accurate records of the commission meetings are kept.
- The Board of Directors may fill vacancies on the commission and may remove a member from the commission at any time without cause.
- Per the bylaws, the President/CEO and Chair of the Board are ex-officio on all committees and commissions. All ex-officio members need to be informed and invited to all meetings and receive minutes from these meetings. Other HQ staff may be identified as required to serve as ex officio members on any commission/committee in place of, or in addition to, the President/CEO.

- Existing USASBE members must have been active members for at least 3 of the last 5 years in order to be eligible to serve on a committee or commission. New USASBE members must have been active for at least one full year before being eligible to serve on a committee or commission.

## **Authority and Responsibilities**

Below are the details of the commission's scope of work:

- Identify the roles needed for the annual USASBE Conference.
- Collaborate with the Awards Commission and Ethics Commission when necessary to ensure equity across conference activities.
  - Working through HQ and the Board, the Conference Commission will ensure collaboration with the Ethics and Awards Commissions to ensure that practices are fair and equitable, that conflict of interest concerns are mitigated and that all processes are integrated into conference planning each year.
- Select track chairs, and coordinate their workflow with HQ to ensure that the peer review process is expedited and rigorous.
- Advise HQ on speakers, tracks, themes and activities for each annual conference.
- Collaborate with HQ on the scheduling and timeline of the conference (i.e. things like the length of sessions, placement of sessions within the overarching conference schedule).
- Collaborate with HQ to ensure that all the communication sent to authors and participants in the conference is reflective of the tone of USASBE (e.g., acceptance notifications, rejection notifications).
- Advise on strategic areas for content related to the tracks, panels, and partnerships.
- Advise and recommend ideas to HQ while recognizing any and all budgetary constraints that HQ is working within.
- Facilitate and coordinate the exchange of resources and best practices throughout the USASBE community
- All committee members must respect and uphold confidentiality when dealing with privileged or sensitive matters and should exercise discretion in handling sensitive matters
- Abide by the USASBE Code of Ethics, Conflict of Interest Policy and other Governing Documents
- Annually review this Committee Charter and, as necessary, propose modifications.

## **Procedures and Administration**

- Meetings
  - At the formation of the committee or commission for each new fiscal year, the committee/commission shall work with HQ to set a meeting cadence for the year. HQ will then schedule all meetings through the approved USASBE meeting management system. Most committees and

commissions will need to meet at least once per month throughout the year. Additional meetings may be added as deemed necessary.

- Committee and Commission meetings will be governed by a quorum of at least half plus 1. It is important to note that a committee or commission can only vote to make a recommendation to the Board. They do not vote on specific policy creation. The Board will make final decisions after considering recommendations and other factors relevant to any decision.
- The Committee/Commission Chair (or their designee), in collaboration with HQ, shall be responsible for adding agenda items into the approved meeting management system prior to each meeting. The Committee/Commission Secretary (or their designee) shall be responsible for keeping accurate and detailed minutes of each meeting in the approved meeting management system.
- Reports to the Board
  - Within 5 business days of each meeting, the Committee/Commission Secretary shall ensure that meeting minutes have been finalized in the meeting management system.
  - Prior to any upcoming Board meeting, the Committee/Commission Chair will receive a request from HQ for a brief summary highlighting key discussions, outcomes, etc of the meeting for inclusion in monthly Board meeting documents.

*Thank you for supporting a respectful and inclusive community.*