## Annual Meeting Planning Committee (AMPC)

**Description**
The Annual Meeting Planning Committee is charged with assessing, planning, and evaluating the educational sessions at the ITNS Annual Meeting.

The committee is composed of a chair, a vice-chair, up to four ITNS members, and an ITNS Board liaison.

**Reports to**
The ITNS Board via the Board liaison

**Term**The AMPC Chair shall serve a single one-year term and is appointed by the President with approval from the ITNS Board of Directors.

The vice-chair serves for one year and then serves as chair the following year. It is strongly preferred that the vice-chair is selected from the current AMPC.

Committee members shall serve a two-year term.

**Qualifications**Chair/Vice-Chair

* Must be an ITNS member in good standing
* An advanced practice nurse or master’s prepared nurse educator, currently practicing in transplant nursing in a role such as clinical care, education, research, and administration
* Has a background in education, conference planning, and evidence-based practice
* An experienced AMPC member is strongly preferred
* Cannot serve concurrently on an equivalent committee or related committee with a competing organization

Committee Members

* Must be an ITNS member in good standing
* Previous experience planning an educational or professional development program is preferred
* Cannot serve concurrently on an equivalent committee or related committee with a competing organization

**Responsibilities**

* Review previous annual meeting evaluation and submission forms and available gap analysis data to determine topics for future programs
* Review session abstract submissions
* Select and organize relevant sessions to the needs of most transplant nurses
* Initiate contact with invited speakers and provide staff with speaker contact information
* Assist with annual meeting activities as needed, such as moderating sessions and assisting speakers

**Reimbursement**
See policy, “ITNS Reimbursement”