

Committee on Annual Meetings Responsibilities of the Chair

The Bylaws of the AAHM specify the purpose of this standing committee:

The committee shall review all components of Association's annual meetings; formulate recommendations for policies and operating procedures for consideration by the Council; serve as a source of reference to Program Committees and Local Arrangements Committees; take responsibility for keeping the Association's Guidelines for Annual Meetings current by recommending revisions and by adding recent annual reports of Program and Local Arrangement Committee Chairs and deleting outdated reports as appropriate; screen and discuss requests to hold future Association's annual meetings, and make recommendations to the officers and the Council.

The duties of the Chair shall include the following.

- Convene the committee, typically by email.
- Review the reports of past committees.
- Review the Association's Guidelines for Annual Meetings (Blue Book).
- Establish a timeline and process for the deliberations.
- Conduct the business of the committee, including a review of scheduled meeting sites and an effort to recruit potential Local Arrangement Committee members for future meetings.
- Write a brief report for the Council of the AAHM outlining the activities of the committee and send it electronically to the Secretary-Treasurer (aahm@kumc.edu) by March 15 for inclusion in the formal material delivered to the members of the Council prior to the annual meeting.
- This brief report should include at minimum the following elements
 - A list of committee's members
 - Any recommendations for action to Council, which should appear in the form of a suggested motion before Council.
 - Report on the deliberations of the committee is not necessary unless they are relevant to the recommendation
 - A list of unfinished or new business that the committee would like to communicate to subsequent committees
- The committee should also make recommendations for revisions of the Blue Book on annual meetings.