Invited Speaker Committee Charge

Date Adopted: 7/1/2019
Next Review Date: 1/1/2022

Responsibilities

➢ **Purpose:** Choose and secure a keynote speaker for the SABER national meeting
➢ **Duties:** propose, review, choose and host speaker
  ● Create a list of possible speakers by surveying SABER community
  ● Discuss with committee the top possible speakers, deciding ahead of time if there is a theme to the possible candidates. Select top 3, vote, vote again as needed until agreed.
  ● Confirm honorarium with treasurer ($500-$1000) prior to inviting speaker.
  ● Confirm schedule with meeting planner: usually keynote talk opens meeting (thus far, Friday at 1 pm).
  ● Offer speaker free attendance at SABER meeting if they wish to stay.
  ● Inform speaker we pay registration, airfare, hotel, meals and ground transportation for their participation, along with the honorarium.
  ● Send name of speaker to meeting coordinator so they can book their hotel room.
  ● Speaker books own flight and registers (but doesn’t pay).
  ● If possible, announce speaker when the call for abstracts go out, so that people may plan to come if really like speaker.
  ● 1 month out: ask for title of talk and brief bio for introduction.
  ● 1 week out: contact to confirm where/when to meet upon arrival.
  ● At meeting: Confirm speaker has arrived; introduce the speaker at opening, and get receipts and expenses from speaker and submit for reimbursement. Help orient speaker if first time at SABER.

Accountability

➢ National Meeting Committee Chair, Executive Committee

Membership

➢ **Number of Regular Members:** 5 (4 members and 1 chair)
➢ **Determination:** voluntary
➢ **Ex officio Members:** none
➢ **Non-voting Members:** none
➢ **Term of Service:** 2 year term
➢ **Chair:** voluntary or appointed