



The mission of AGC of Alaska is to advocate for our members and the Alaskan construction industry; to provide educational opportunities for our members; and to make the public aware of our members' skills, responsibility, and integrity. Simply stated: Advocate, Educate, Promote.

Committee Charter

Annual Conference Committee

| Revision History | Date |
|------------------------|------|
| Approved by Exec Board | |
| | |

Committee Purpose

Assist AGC staff in planning, organizing and implementing the AGC of Alaska Annual Conference and its associated activities, including the conference program and speakers, and the Dinner Dance. The Annual Conference is an opportunity for training, education and networking for AGC members as well as a fundraiser for AGC of Alaska. This advisory committee may develop sub-task forces for certain portions of the committee responsibilities.

Activities/Deliverables

- Prepare an annual work plan for Executive Board approval.
- Hold regular meetings to share information.
- Choose the Conference and Dinner Dance themes in conjunction with staff and with the current AGC of Alaska President's approval.
- Identify keynote speakers.
- Solicit conference session topic and speaker ideas from other AGC of Alaska Committees.
- Develop the conference agenda.
- Participate in the conference debrief.

Membership

The Conference Committee is open to all AGC members.

Staff Support

The committee has a staff member assigned to:

- Manages the committee membership roster.
- Organize committee meetings, including preparing the agenda (with Co-Chair input) and writing the meeting notes/minutes (with Co-Chair approval).
- Compile biannual reports to the Board.
- Plan and organize the annual conference as a part of their job duties.

Meeting Schedule

The committee meets monthly from February – October for the November Conference. This schedule may include extra meetings as the conference nears.