## Conference Committee Chair *\*\*New Position for 2025-26\*\**

**2-year term, 1st year as Chair, 2nd year as Past-Chair to serve in an advisor capacity**

**Estimated time commitment of 5 hours/month (December-February) and 15 hours/month (April-May)**

Responsibilities

* Solicit membership and provide leadership to the Annual Conference Planning Committee
* Schedule and lead committee meetings
* Utilize feedback from past conferences to structure and plan the next Annual APQI Virtual Conference (the Conference)
* Define submission categories
* Solicit for submissions, including managing of submission form and platform
* Lead the review and acceptance of submissions, including sharing reviewer feedback
* Manage the scheduling and logistics of the Conference, including setting up and hosting the zoom
* Facilitate the judging of presentations and selection of award winners
* Work closely with the Communications Representative to ensure robust advertisement of the conference, all milestones leading up the conference, and celebration of award winners
* Work closely with the Membership Representative to ensure all participants are eligible as paid members of APQI

Minimum Qualities & Qualifications

* Knowledge of medical education and accreditation standards
* Excellent written and verbal communication skills
* Proficient in scheduling and hosting large virtual events
* Proficient in managing logistics of large virtual events
* Demonstrates capacity to fulfill the time requirement and expectations of the role
* Active Engagement in APQI (eg, committee membership, annual meeting presentation, attendance in monthly webinars, active participation in listserv)

Preferred Qualities & Qualifications

* Experience in leading a similar type of committee/working group
* Experience in reviewing scholarly works