**CAFP Resident & Student Activities Task Force**

**PURPOSE:**

Annual Summit Duties:

Review post-conference (summit) and annual membership survey evaluation/surveys.

Set agenda for student and Resident tracks at the Annual Summit

Attend Annual Summit and welcome/introduce speakers

Plan Student/Resident meet ups and events during the year.

**HOW COMMITTEE MEMBERS ARE CHOSEN:**

Any Board member or CAFP member may join the Resident & Student Activities Task Force. Residents and students are encouraged to join.

**HOW COMMITTEE CHAIR IS CHOSEN:**

The Director of Education, Events, and Meetings works with the Resident & Student Activities Task Force to gauge interest in the Chair/Co-chair positions. Chairs and co-chairs are not appointed, but rather volunteer positions, but are approved by the Board chair.

**CURRENT PROJECTS:**

The Director of Education, Events, and Meetings begins planning the next year’s Annual Summit in July. The taskforce reviews the membership survey results and annual summit. Agenda building begins shortly after evaluation and survey results have been shared with the taskforce.

The Director of Education, Events, and Meetings and taskforce members reach out to potential speakers and exhibitors.

Chairs/co-chairs check in monthly with the Director of Education, Events, and Meetings to assess planning status.

Beyond what the CAFP does to market the meeting, taskforce members are asked to share and invite their colleagues to the Annual Summit.

Chairs/co-chairs work with the Director of Education, Events, and Meetings to plan 2 student/resident events to be held during the spring and fall.

**MEETING FREQUENCY, DURATION, AND MODE:**

Meetings are held by conference calls/emails.

1-2 hours in summer to discuss evaluation, initial planning of theme and agenda.

1-2 phone meetings throughout the year for 30 minutes to 1 hour for conference planning as needed.

Email correspondence throughout the year to determine speakers, etc.

**STAFFED BY:**

The Resident & Student Activities Task Force is staffed by the Director of Education, Events, and Meetings.

**HOW COMMITTEE WORK IS REPORTED TO THE BOARD:**

The Director of Education, Events, and Meetings and taskforce chairs/co-chairs report to the board their latest activities.