

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)
BOARD OF DIRECTORS
POLICY AND PROCEDURE
(BOD P/P)**

BOD P/P Number:	2011-1	Date Established: February 12, 2011	
		Date Revised: 02/25/2020, 05/24/22, 05/27/24	
		Date Reviewed: 02/25/2020, 05/24/22, 05/27/24	
Reference:	BOD Meeting	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	GUARANTEED COMMITTEE/COALITION/TASK FORCE ANNUAL MEETING PROGRAM SUBMISSIONS
----------------	---

BOD Authority:	ACHA Bylaws, Article IX, Section 2.
----------------	-------------------------------------

Purpose:	To set forth a clear and concise policy on inclusion of committee, coalition, or task force submitted programs as guaranteed program slots for the ACHA Annual Meeting.
----------	---

Policy:	<p>Each current ACHA committee, coalition, and task force (hereafter referred to as “committee”) shall have a guaranteed program slot (60 or 90 minutes in length) at the ACHA Annual Meeting, provided that:</p> <ul style="list-style-type: none"> • The committee chooses to submit a program; • The committee submits the program by the annually announced program submission deadline; • The initial submission accurately reflects the content that will be presented at the annual meeting, and such content is relevant to the purpose and subject matter of the committee; • The program submitted will be presented by members of the committee or by a presenter the committee has solicited. (The committee may not choose a program from those publicly submitted to the program planning database unless the primary presenter is a member of the committee.) • The program does not require funding from ACHA. (Note that a committee may approach a section program planner about funding if a solicited speaker is involved and is eligible for ACHA funding.) • ACHA does not discriminate in its policies and practices and works to ensure fairness and representation in its selection processes.
---------	---

<p>Procedure:</p>	<p>All committee chairs will be notified at the beginning of the Call for Programs process of the opportunity to submit a guaranteed program proposal for the following year’s meeting. They will be given the same deadline as all other presenters submitting program proposals (historically early September of each year).</p> <p>All committee program proposals that meet the aforementioned criteria will be guaranteed a program slot during the annual meeting.</p> <p>If a committee submits a program after the deadline, it will be added to the general “pool” of submissions in the database but will not be guaranteed a program slot. Subsequently, a section program planner may select the presentation for inclusion in the overall annual meeting program.</p>

Resources:	National Office	Volunteer
Human:	CEO Chief Program Officer	Annual Meeting Program Planning Committee Chair, Committee, Coalition and Taskforce Chairs
Financial:		
Other:		