

Roles and Responsibilities

Local Representative Subcommittee

The Local Representative Subcommittee serves as a bridge between ISOQOL and the host location's academic, clinical, and public health communities. Its primary goals are to promote awareness of the Annual Conference, strengthen relationships with local institutions, and support regional engagement and attendance.

Members develop and implement a localized outreach plan in coordination with ISOQOL staff and the Conference Committee Chairs. Early outreach efforts focus on promoting submission opportunities and identifying relevant contacts across universities, hospitals, research institutions, and public health networks.

Responsibilities include:

- Identify and connect with local universities, medical centers, health systems, and nonprofit organizations to promote the conference.
- Share conference information through academic networks, listservs, student groups, and institutional communications channels.
- Recommend potential local speakers, moderators, or session contributors.
- Recommend local collaborations, exhibitors, or sponsors.

Term

~18-month term (June 2026 – October 2027)

Sample Local Representative Subcommittee Calendar

2026

Commitment: ~2 hours/month of independent work + 4-5 hours of scheduled calls + volunteering at 2026 Annual Conference

Calls:

- 1 orientation call
- 1 theme/plenary debrief
- 2–3 outreach planning calls (Aug–Oct)

2027

Commitment: ~1 hours/month of independent work + 1 hour of scheduled calls + volunteering at 2027 Annual Conference

- 1 debrief call (February)
- Continued outreach (March/April)
- On-call during October conference