IFPE 2023 Management Committee
Role and Responsibilities

This document provides the necessary information for a volunteer leader to understand the responsibilities, composition and time commitment for IFPE Management committee members.

Responsibilities

- Direct the overall planning of IFPE 2023.
- Approve the tactics to implement scope of IFPE 2023, including products and services to be exhibited, the audience to attract and the development of the education program.
- Provide guidance to staff in the implementation of all show services, activities and programs.
- Review and approve recommendations of the show planning committees and staff.
- Review and approve the IFPE 2023 budget.
- Review and approve the first floor plan for IFPE 2023.
- Represent IFPE in the collaboration between IFPE and CONEXPO-CON/AGG Show Management.

Committee Information

Committee information means all non-public information provided by AEM to committee members. Committee information is considered confidential and is to be used by committee members to accomplish your committee’s purpose and goals, and for no other purpose.

Leadership

The committee leadership consists of a Chair and Vice Chair. Both positions are appointed by NFPA.

Composition

- Members of the IFPE Management Committee are comprised of NFPA officials and IFPE exhibitors.
- Only one member is allowed from each member company.
- The committee consists of 12-20 members representing a cross-section of the IFPE products and services or attendee groups.

Terms of Office

- Members are selected to one show cycle (3 years), which begins after the conclusion of the previous IFPE show.
- Volunteer leaders may be elected to fill vacancies to complete unexpired terms of members that resign from the Committee.
Meetings & Time Commitment

- Participate in 5-7 meetings per show cycle – meetings may be face-to-face or via conference call. Face-to-face Committee meetings are typically half-day meetings. Participation by proxy is not allowed unless approved in advance by the Committee Chair.

- Active participation is vital to the successful completion of the Committee’s responsibilities. Members with two unexcused Committee meeting absences in a year will be considered inactive and asked to resign from the Committee so an active replacement can be added.

Staff Liaison

John Rozum, IFPE Show Director