



Conference Planning Working Group: Terms of Reference

Updated June 23, 2023

Next review: TBD

Purpose

The purpose of the Conference Planning Working Group is to:

- Provide direction and assistance with the planning and organizing of the annual conference
- Solicit potential panelists/speakers for the event
- Assist with execution of the event

These Terms of Reference (ToR) are specific to the Conference Planning Working Group.

The College's annual conference is a key communication tool for advancing registrant's understanding of the profession and what it means to be a regulated professional. It also provides valuable opportunities for networking. Outcomes from the Conference Planning Working Group's work will be engaging conference content and a worthwhile experience for all guests.

Membership

- The Working Group Chair will be appointed by the College Board.
- Membership will consist of a Chair; and up to five (5) registrant members, a lay member of Board, and the Board President (optional).
 - At least three registrant members may be members of the Board
 - The Board may recommend members for appointment that are local to the venue for the conference (ie. As local event organizers)
- Members of the Group may be appointed by the College CEO as with other working groups.
- Members will serve for one (1) year and can be reappointed for a second year; members may not serve for more than two years consecutively.
- The CEO, Communications Officer and other staff appointed by the CEO will be *ex-officio* group members.

Meetings

- One face-to-face planning workshop will be held in the fall
- Meetings will be called by the Chair or by staff as needed
- Quorum required will be three (3) voting members.

Duties and Responsibilities

It is expected that members will make every effort to attend meetings and meet their responsibilities to deliver a relevant and engaging conference for registrants of the College, College partners and interested members of the public.

The Conference Planning Working Group will be responsible for:

- Providing input into the annual conference theme



- Identifying session topics
- Assisting in securing speakers and presenters
- Assisting with specific tasks before/during the conference (e.g., picking up speaker gifts or other supplies, preparing nametags, helping at the Registration desk etc)

Resources and Budget

The Conference Planning Working Group will operate within the budget allocated by the Board of the College of Applied Biologists. It should be understood that unforeseen expenses may occur that will be presented with an explanation at the June Board meeting (immediately following the the conference).

Deliverables

- A successful, informative and interesting annual conference.
- Providing reports and recommendations to Board and other committees, as required.