



## **Conference Organizing Committee Terms of Reference**

**Effective: October 2019**

### **PURPOSE**

The purpose of the Conference Organizing Committee is to plan an interesting and diverse annual conference program across the four pillars of associations, education/accreditation, regulation with the aim to attract members across all membership categories.

The Committee will also manage the selection of host organizations for Board approval and the processes to select and plan the speaker program.

### **COMPOSITION**

The Committee will comprise of a minimum to 4 persons with the precise number being placed at the discretion of the Board, the Committee Chair and availability of past and current host members.

Members of the Committee will be expected to participate in all meetings, contact actual or potential speakers

Membership of the Committee will include:

- At least two (2) Board Directors;
- The CEO of the OIA;
- One (1) or two (2) representatives of the current host organization;
- If available, one (1) representative of the past host organization; and,
- Other representatives as the Board sees fit.

### **TERMS OF OFFICE**

The composition of the Conference Committee shall be determined after the election of the new Board Chair-elect at the Annual General Meeting.

If the Committee members wish to continue, and the Board approves their appointment, there shall be no limit to the term while serving as a board member.

One or two representatives of the host organization will be invited to participate in the Committee for the year leading up to their event.

Likewise, a representative of the previous host organization will be invited to participate and offer knowledge and experience from planning the previous event for the following 6 months.

## **APPOINTMENT OF CHAIR**

The Chairperson shall be appointed by the Board of Directors.

## **COMMUNICATION WITH THE BOARD**

The Committee Chair will communicate with the Board of Directors in order to update, advise and keep them apprised of all relevant areas of work currently under the control of the Committee.

Minutes of each committee meetings will be tabled at following Board meetings.

## **DUTIES**

The Conference Organizing Committee will support and advise the OIA Board on all areas relating to holding the annual general meeting and conference. Specific emphasis will be given to:

- Selecting and recommending a host organization and location.
- Planning the conference format to engage members and achieve cost neutrality.
- Selecting and suggesting conference speakers who focus on all four pillars of associations, regulations, education/accreditations and research.

## **MEETINGS**

- An initial planning and logistics meeting will be held with the next host organization at the proceeding OIA conference.
- Following the conference, a thirty to sixty-minute teleconference meeting will be held every month during early planning stages (November to February).
- Once the program and speakers are finalized, meetings will be held every two to three months or as required,
- Meetings will generally be held via electronic means such as telephone or videoconference.

## **GOVERNANCE**

- All recommendations and decisions of the Chair's Standing Committee shall be made by consensus.
- Quorum shall be required at meetings where a decision and/or recommendation are being made. A quorum is 51% of the members of the committee.
- Votes are passed based on the majority of those present.
- All decisions and/or recommendations shall be submitted to the Board of Directors for final approval.
- The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.