

## **GPOP Conference Committee**

### **Terms of Reference**

#### **1. General Purpose**

1.1 The GPOP Conference Committee (the “Committee”) supports the CICan Governance and President’s Office Professionals (GPOP) Board of Directors (the “Board”) by providing leadership in the planning, development and implementation of the GPOP annual conference.

#### **2. Specific Responsibilities**

2.1. The Committee has the following specific responsibility:

2.1.1. To organize the annual GPOP Conference to be held in conjunction with the CICan Annual Conference. This includes:

- a) Identifying and selecting conference themes and topics consistent with the GPOP Mission Statement;
- b) Identifying and soliciting speakers and or facilitators for the conference;
- c) Developing the conference program;
- d) Co-ordinating and developing conference related activities; and
- e) Recruiting and organizing volunteers to assist with the activities at the conference.

#### **3. Membership and Quorum**

3.1. The Committee has a minimum of three (3) voting members, including the Committee Chair.

3.2. A quorum for Committee meetings consists of a majority of voting members of the Committee.

**4. Meetings and Organization**

The Committee -

- 4.1. Has a meeting calendar and an annual work plan for the year.
- 4.2. Meets at least quarterly with pre-determined dates and agendas.
- 4.3. Holds special meetings as required and in particular leading up to the annual conference.

**5. Other**

The Committee -

- 5.1. Reports regularly to the Board, through the Committee Chair, on their activities.
- 5.2. Reviews annually their Terms of Reference to ensure they meet the current needs of the Board.
- 5.3. Presents changes to their Terms of Reference to the Board for approval.
- 5.4. Assesses annually the Committee's performance in carrying out its duties.
- 5.5. Develops an annual conference evaluation survey.