



Role of CaSPR Conference Committee

The conference committee will develop and coordinate the yearly CaSPR conference in conjunction with the Board. Their role is to oversee and implement conference activities.

Responsibilities:

- Determine host city, venue, theme and agenda for yearly conference;
- With assistance from the CaSPR Treasurer, prepare projected budget and update monthly;
- Arrange conference speakers and activities;
- Provide an annual evaluation following the conference. Review/share the feedback with the Board and incoming conference co-chairs. Incorporate any relevant comments into the next year's conference;
- Provide Communications Committee with information to be shared via various formats.

Reporting Relationship:

The committee reports through the Co-Chairpersons to the Board. The committee submits monthly reports to the Board via minutes of meetings.

Membership:

- The total members shall not exceed 10, including a member of the Board as Co- Chairperson;
- CaSPR Treasurer to be member of committee;
- Appointments are determined by the Co-Chairpersons and the Board;
- CaSPR Chair is an adhoc member of the committee;
- Any committee member may resign upon written notification to the Chairperson.

Voting Rights:

Each committee member is entitled to one vote on all matters coming before the Committee.

Meeting Schedule:

Monthly at the call of the Co-Chairpersons.

Format: Via Zoom

Initially approved by the CASPR Exec: n/a

Last modified/updated: October 7, 2020

Last approved by the CASPR Exec: January 21, 2021



Agenda:

As per CaSPR template. Developed by the Co-Chairpersons with input from committee members.

Conflict-of-Interest Disclosure:

Members must declare conflicts of interest prior to the discussion. A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the Co-Chairpersons and must either absent themselves from the discussion and voting, or put the decision to the committee on whether they should absent themselves.

Amendment to the Terms of Reference:

The Board may amend committee terms of reference at any time and from time to time, as required.

Initially approved by the CASPR Exec: n/a

Last modified/updated: October 7, 2020

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