

ASA CONFERENCE PROGRAM COMMITTEE TERMS OF REFERENCE

Membership Composition

- The Conference Program Committee consists of at least three ASA members and one Board Representative
- Committee members serve for the duration of the planning, implementation and follow-up of the bi-annual conference (typically six months.)
- A local representative

2018 Members

- TBA

Related and Governing Policies

- ASA Bylaws

Responsibilities

- Work closely with the Executive Director in the planning of the bi-annual conference
- Develop a conference theme in line with ASA missions and mandate
- Develop a conference program which is in line with the theme
- Plan and develop any pre or post conference workshops
- Work with the Executive Director to determine speakers and keynotes

Please note the Conference Program Committee is not responsible for the selection of the venue, conference/workshop registration, planning or organizing social events associated with the conference (such as the opening reception).

All Conference Program Committee Members shall –

- Attend conference planning committee meetings
- Make a serious commitment to participate actively in committee work
- Stay informed about committee matters
- Attend the bi-annual conference

Conference Program Committee Chair shall –

- Chairs Program Committee meetings
- Reports to the Board of Directors regarding committee activities; sets the tone for the Committee's work; works with the ASA Secretariat on committee logistics.

Conference Program Committee Board Representative shall –

- Reports to the Board of Directors regarding committee activities

Expected Outcomes

- Selection of conference keynote
- Selection of a conference theme
- Selection of speakers/presenters
- Development of conference program

Review

The Terms of Reference are to be reviewed bi-annually by the committee.

Version Control

Approved By:	
Date Approved:	
Reviewed:	