



Terms of Reference – Conference Planning Committee

Official Name

Canadian Family Practice Nurses Association Conference Planning Committee

Members/Composition

- Chair(s): CFPNA Executive Committee Education Chair
- Regional meeting organizer. CFPNA Executive Committee Provincial Representative may act in this role
- Local conference planning team. Up to 6 additional committee members of the CFPNA in good standing may join the Committee on an ad hoc basis to contribute to assist in conference organization. Targeted committee members include CFPNA Executive Committee members residing near the event location, CFPNA Executive Committee Members residing near upcoming event locations, and key partnering organization members.

Roles / Responsibilities

Chair(s): Call and preside over meetings. Assign tasks to committee members. Ensure records are maintained documenting conference planning progress. Report to the CFPNA Executive Committee at regular meetings. Communicate with appropriate CFPNA Executive Committee members to fulfill tasks required for conference (ex. Provide Treasurer with information required to determine a budget, inform Public Relations representative of information to be communicated to members, etc.). Ensure conference topics reflect the mission and vision of the CFPNA. Carry forward initiatives as determined by the CFPNA Executive Committee.

Regional Meeting Organizer: Attend relevant CFPNA Executive Committee teleconferences. Carry out or delegate duties on the site of the conference.

Conference planning team: Carry out duties as assigned by Chair including but not limited to: arranging sponsors or speakers, determining timetable, organizing audiovisual equipment, or conference set-up.

Term of Membership

Chair: Duration of term on CFPNA executive committee

Regional Meeting Organizer: Up to two years prior to set conference date.

Local conference planning team: Up to two years prior to set conference date.

The committee shall disband upon completion of the planned conference and be re-formed with membership reflective of the next selected site.

Formation Details

The Conference Planning Committee was formed in 2015 to organize the CFPNA Biennial General Meeting and Conference. The committee will be maintained with membership reflective of local sites to aid in the planning of subsequent General Meetings and Conferences.

Goals

1. To organize a biennial conference to promote continuing education and networking to CFPNA members.
2. To provide education to members relevant to current affairs and practice.



3. To collaborate and highlight the work of partnering associations.
4. To design a conference that is cost-neutral.

**Deliverables**

Successfully host a 1-2 day workshop including the CFPNA AGM biennially.

Jurisdiction

Upon approval of the budget, the committee shall act as a representative of the CFPNA Executive Committee in organizing site, speakers, sponsors, and presenters.

The CFPNA Executive Committee will determine location and dates for biennial conferences and general meetings.

Resources and Budget

Funding for teleconference meetings will be provided by the Canadian Family Practice Nurses Association. Additional funding and resources may be provided by local affiliated associations. Group members are recruited as volunteers and shall receive no remuneration.

Governance

Quorum shall be decided by simple majority of meeting attendees.

Communications

Meetings will occur via teleconference or web conference at a frequency determined by the committee. Documents for review will be circulated via Google Drive.

Notification of meetings will be provided to committee members a minimum of one week prior to meeting date.

Feedback and responses are required within one week of request. Feedback received after this date may not be accepted.

The Chair(s) will provide a summary report of activity to the Association Executive Committee at each CFPNA Executive Committee teleconference.

Related policies / By-laws

In the case of discrepancy between these terms of reference and CFPNA Bylaws adopted September 27, 2014, the Bylaws shall take precedent.

Drafted: April 11, 2016

Approved January 4, 2018