| **TEAM TERMS OF REFERENCE** | | |
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| **Team Title** | **CONFERENCE PROGRAM TEAM** | |
| **Terms Last Updated** | 2018 Aug 26 | **Approved by:** |
| **Team Mandate/Purpose** | The Conference Program Team will plan Govern for Impact’s Annual Conference education program and will advise staff as requested on non-program matters, with a goal of bringing together our global community to network, share experiences, learn and collaborate. | |
| **Team Responsibilities** | The Conference Planning Team will plan Govern for Impact’s Annual Conference education program:   * Provide input and guidance to staff on location and venue selection * Set conference theme * Develop program topics and tracks * Develop project schedule * Ensure quality of presentations * Source speakers and keynotes * Coordinate with staff to execute conference plans * Coordinate with team leads and event coordinators to assign tasks * Recruit and retain Conference Program team members * Assist staff with marketing and sponsorship * Ensure speakers are properly introduced in sessions * Assist staff with on-site management tasks   The Annual Conference is a major revenue source for Govern for Impact, and as such, the team sets and meets growth metrics tied to the CEO’s Ends Interpretations. | |
| **Team Structure (# and type of members)** | * Chair * Vice-Chair (also the lead for keynote selection) * Fundraising Lead * Process Lead * Quality Review Lead (from Consistency Team) * Young Professional Lead * Local Host Lead * Marketing Lead * Event Coordination Lead * Track Leads (3-4) | |
| **Team Chair Name and Start Date of Term** | Conference Chair – currently Vicki Hawarden   * Conference Chair and Vice-Chair will serve for 2 years. * The first year the Vice-Chair supports and trains with the Chair. * The second year, the Vice-Chair serves as Chair, the former Chair rolls off, and a new Vice-Chair is on-boarded. * Team members will serve for one year terms, with no term limits at this time.   Term rolls over after the Post Conference Debrief meeting in July. Past, present and future Conference Chairs should attend this important transitional meeting to ensure a smooth handoff. | |
| **Team Vice Chair** | See team structure | |
| **Team Members** | * The team will meet once every two weeks in the Fall and Winter, and once every four weeks in the Spring and Summer. The July meeting is traditionally a conference debrief, and transition to the next Conference Chair. * Meetings will be held via Zoom or other platform, with additional communications by email in between meetings. | |
| **Team Staff Liaison (where applicable)** | Association Management Staff Member – Treeline Associates | |
| **Team Reports To** | CEO regarding the program  Managing Director regarding logistics | |
| **Notes (any relevant)** | Job Description for Event Coordinator and other roles are in progress; | |