

TEAM TERMS OF REFERENCE		
Team Title	CONFERENCE PROGRAM PLANNING TEAM	
Terms Last Updated	August 30, 2019 Updated May 10, 2021 Updated Jul 31, 2025	Approved by: GOVERN CEO
Team Mandate/Purpose	The Conference Program Planning Team is an operational team under the direction of the GOVERN CEO, who is directed by the GOVERN Ends. The Conference Program Planning Team will assist with planning GOVERN for IMPACT's Annual Conference education program. The Conference Program Planning Team will liaise and confer with the GOVERN CEO regarding program direction and will also confer with GOVERN staff as requested on non-program matters, with the overall goal of bringing together our global community to network, share experiences, learn, advocate, and collaborate all resulting in increasing effective governance in the world.	
Team Responsibilities	The Conference Program Planning Team has the following duties and responsibilities related to the Annual Conference education program: • Provide input to the conference theme (which is set by the GOVERN CEO). • Develop program workshop streams and topics which align with learning needs and any governance trends, and GOVERN strategic direction/plan • Source speakers ensuring quality speakers are selected • Coordinate with staff to execute conference planning regarding the program content • Liaises with the Consistency Team on process for Policy Governance consistency review of relevant presentations and quality review of all presentations (excluding keynote presentations) • Recruit and retain Conference Program team members • Assist staff with marketing and sponsorship ideas and implementation • Share conference marketing materials with team member networks • Share ideas and relevant contacts for possible conference sponsorship with the Resource Development Team (RDT) • Assist staff with on-site or virtual conference program tasks • Review conference evaluations and propose future enhancements for program content and style Note: Conference theme and keynote speakers are selected by the CEO in collaboration with the Conference Program Team. The Annual Conference is a major revenue source for GOVERN for IMPACT, and as such, the team sets and works to meet conference attendance and meet growth metrics tied to the GOVERN CEO Ends Policy Interpretations.	
Team Structure (# and type of members)	• CEO (also acts as Consistency Team Lead) • Chair • Vice-Chair • Past Chair • Resource Development Team Member (1) • Young Professional (1) • Members-at-Large (4-8) • Local Host Lead (when applicable) (1) <i>Note: Advisory to the Team: Director, Affiliate Services</i>	

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Team Chair Name and Start Date of Term	Conference Chair – John Tzountzouris • Conference Chair will serve for 2 years. • Vice Chair will serve 1 to 2 years with the goal of becoming Chair. • Team members will serve for one-year terms, with no term limits. Term rolls over after the Post Conference Debrief meeting in August. Past, present and future Conference Chairs should attend this important transitional meeting to ensure maximum learning and a smooth transition.
Team Vice Chair	• Supports the Program Team Leader • Takes on specific projects and tasks as requested by the Conference Program Team Leader • Generally, serves as Chair after a term as Vice Chair
Team Members	• The team will meet once every two weeks in the Fall and Winter, and once every three to four weeks in the Spring and Summer. The August 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 Reports To	• CEO regarding the Program and Ends Achievement
Notes (any relevant)	Conference detailed responsibilities list and conference timing/logistics outline under refresh for 2026.