

# Conference Committee Terms of Reference

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Date: \_\_\_\_\_

## Mandate and Purpose

The Conference Committee exists to work with the HRMAM staff to develop the annual conference and to assist in its implementation. The purpose of the conference is to provide professional development for the members as well as networking opportunities. The event also generates income for the association.

## Responsibilities

- ❖ Determine the strategic direction of the event. This includes the creation of the theme, participation in determining the pricing and the program.
- ❖ Develop a short list of keynote presenters.
- ❖ Select the concurrent speakers
- ❖ Provide leads for potential sponsors and trade show participants. Committee members will receive material from HRMAM for distribution.
- ❖ Committee members may be asked to provide input on event logistics, host a session at the conference or participate in the conference in some other way.
- ❖ Debrief the event which will include a review of the attendee survey.

## Limitations

- ❖ The Chair or committee members may not:
  - Negotiate with suppliers, sponsors, trade show participants or any other entity or individual.
  - Sign agreements, contracts or commit HRMAM in any way.
  - Work outside of the budget supplied and approved by the CEO.

## Composition

The Committee Chair and members will be appointed by the Board of Directors on the recommendation of the Nominating Committee. Six to eight committee members (including the Chair) will be required. You will enjoy participating on this committee if you are knowledgeable regarding new and cutting edge HR topics, have varied conference experiences or have an interest in learning about producing a conference.

## Term

Committee members may serve up to 3 consecutive years. A committee member may serve an additional 2 years as Chair.

## Roles

**Staff Liaison:** This position is a member of the HRMAM staff assigned by the CEO to work in cooperation with the Chair and Committee Members to deliver the event. The Staff Liaison is the first point of contact for the Chair. The Staff Liaison is accountable to the CEO for the successful delivery of the event.

**Chair:** The Chair works in cooperation with the Staff Liaison to deliver the event and is a board-volunteer member of HRMAM. The Chair is accountable to the CEO. Chair duties include:

- Chairing the committee meetings;
- Ensuring that the volunteer committee members complete their tasks as assigned.
- Working together with the Staff Liaison to ensure that the committee members are motivated and engaged and to resolve any issues that arise.

**Committee Members:** The Committee members are appointed by the Board of Directors. They participate in the responsibilities of the committee as listed above. Committee members may be asked to take on a specific task. The Committee Members are accountable to the Committee Chair.

**CEO:** The CEO is accountable to the Board of Directors for the successful delivery of the event and operates under a set of Executive Limitations that are developed and monitored by the Board. The CEO has the authority to negotiate and enter into contracts on behalf of HRMAM up to an amount specified by the Board of Directors. The CEO develops a budget for Board approval and distributes the specific event budget to the committee.

## Commitment

### Conflict of Interest – HRMAM Board Policy

A conflict exists at any time when an individual's judgement is impaired due to other factors. It is the responsibility of the individual to self-declare any potential conflicts. The potential for real and perceived conflict of interest exists in not only the Board, but with members who participate on committees. This policy applies to both board and committee members.

- Board and Committee Members must avoid conflict of interest with respect to their responsibility:
  - There must be no self-dealing or any conduct of private business or personal services between any Board member and the Association except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
  - When the Board or a Committee is to decide on an issue, about which a member has an unavoidable conflict of interest, that member shall absent her or him without comment from not only the vote, but the deliberation as well.
  - Board Members must not use their positions to obtain employment for them, family members, or close associates. Should a member desire employment, he or she must first resign.
  - Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
  - Any Board member or Committee member serving on an awards committee or any Board member where the Board is making the selection must remove themselves from the deliberation and the decision when the potential nominee or recipient is:
    - The owner, employer or the employee of the board or committee member;
    - A work colleague of the board or committee member;
    - A family member of the board or committee member; and
    - Any other situation identified by the Board or Committee where an individual's objectivity may be impaired.
  - The above would apply in the following situations:
    - Choosing speakers
    - Awarding contracts/choosing service providers
    - Selecting award recipients
    - Member discipline, accreditation and assessment
    - Creating strategic partnerships

- It is incumbent on an individual board member or committee member to remove him or herself from any discussion and decision when he or she feels that objectivity is impaired; and
- Should it be unclear as to whether a real or perceived conflict of interest exists, the decision will be made by vote of the Board or Committee.

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