**SCDSN CONFERENCE COMMITTEE**

**TERMS OF REFERENCE**

**Mandate**

The conference committee will be responsible for oversight of the annual Spring SCDSN conference day.

**Reporting**

The conference committee will report to the Board of Directors.

**Membership**

The conference committee will be comprised of at least 3 members and no more than 6. Committee members will be a mix of SCDSN Board and non-Board members, and the committee chair must be a member of the SCDSN Board.

Committee Chair

The Committee Chair will be a member of, and appointed by, the Board of Directors.

The Committee Chair will:

* Call committee meetings as required,
* Recruit member representatives for the committee,
* Determine the work of the committee for the year.

Committee Members

The Committee members will be at least one other SCDSN Board member and the number of agency representatives and invited guest from member agencies, as required to make up the committee.

**Term**

The Conference committee will be struck annually following the September meeting of the Board of Directors.

**Meetings**

The Chair of the committee shall call a meeting annually no later than 6 weeks after the Annual General Meeting and as needed, providing a minimum of 2 weeks’ notice for the meetings. The Chair will set the agendas for the meetings.

**Quorum:**

Quorum for meetings of the conference committee is a majority of the members of the committee where the Committee Chair is present.

**Procedures:**

1. Annually at the September meeting of the Board (after the AGM), the Board will appoint a Conference Committee chair.
2. The committee chair will recruit at least one other Board member and put out a call for committee members to the member agencies.
3. The committee is responsible for drafting a budget for the conference day to be approved by the Board at the November meeting.
4. Orientation of new members to the committee will commence after the AGM.
5. The committee will recommend a plan for the upcoming conference day for approval by the Board at the November Board meeting.
6. The committee will liaise with the OADD to coordinate contracts (negotiated annually)
7. The committee will be responsible for setting the program, coordinating with presenters, supporting registration and the on-site event work
8. At the June meeting of the Board the committee chair or designate will provide a summary of the event and recommendations for location and theme for the following year.