



Disaster Recovery Information Exchange (DRIE) Central Terms of Reference: Conference Committee

Section 1. Mandate

The Conference Committee (the "Committee") is a Special Committee of the Board of Directors (the "Board"). The committee is a sub-committee of the Program and Professional Development Committee. The Committee has primary responsibility for planning and coordinating the annual DRIE Central conference.

Section 2. Membership

The Committee shall at a minimum consist of one Board member and one member of the Program committee. Membership of the Committee is not limited to Board members. The Board President is an *ex officio*, voting member of the Committee.

Section 3. Chairperson

A committee chairperson shall be appointed by the DRIE Board of Directors.

Section 4. Term of Office

The members of the Committee shall serve until the member's successor is appointed or until the member resigns or is removed. Members of the Committee may be removed, with or without cause, by a majority vote of the Board of Directors.

Section 5. Duties and Responsibilities

In addition to any other duties and responsibilities assigned to it from time to time by the Board, the Committee has the following duties and responsibilities:

1. Plan and coordinate conference programming. This includes but is not limited to selecting a conference theme, confirming speakers/presenters and arranging recognition gifts/remuneration for speakers;
2. Negotiate the use of conference facilities and services such as food services and audio-visual;
3. Develop communications materials for the conference, including the conference program and materials to promote the event by distributing to DRIE members and posting to the DRIE Central website and on social media;
4. Prepare and distribute evaluations for attendees to provide feedback. Summarized information is then shared with the DRIE Board;
5. Prepare a budget for the conference and submit to the Board for approval. Submit a final financial report to the board following the conference.
6. Coordinate sponsorships and formal partnerships for the conference.
7. Coordinate on-line and in-person conference registration processes and answer delegate concerns/questions as they arise.

Section 6. Procedural Matters

In connection with the discharge of its duties and responsibilities, the Committee shall observe the following procedures:

1. Meetings. The Committee shall meet as frequently as may be determined appropriate at the discretion of the committee Chairperson, but no less than 4 times per calendar year. The Chairperson or a majority of the members of the Committee may call a meeting of the Committee. At least 48 hours notice must be given to the members specifying the place, date and time of the meeting although meetings may be held on shorter notice if all members of the Committee waive the notice requirement.
2. Place and Means of Meetings. The Committee may meet at any place within Canada and may hold meetings in person, by telephone or by electronic means.
3. Quorum. A quorum at any meeting of the Committee is a majority of the Committee members.
4. Other Attendees. With the consent of the Chairperson, other Board members and non-Board members may be asked to attend a meeting(s) to provide assistance to the Committee.
5. The Committee shall keep a written record of its meetings. The Chairperson or in the absence of the Chairperson, the acting Chairperson of the Committee shall appoint a person to act as Secretary for the meeting.
6. Access to Information. The Committee shall have access to all information, documents and records of the Corporation that it determines necessary or advisable to permit it to carry out its duties and responsibilities.
7. Rules of Procedure. The Committee may determine such other rules and procedures as it may determine appropriate, providing that those rules do not conflict with Board bylaws or policy.

Section 7. Expenditures

The Committee shall not expend any money, or bind the Corporation, or pledge its credit, or enter into any contracts on its behalf, without the express authority of the Board.

Section 8. Reporting

The Program Committee Chairperson or another member of the Committee designated by the Chairperson shall report on its activities to the Board at the Board's regularly scheduled meeting.

Section 9. Evaluation

The Committee shall annually review and evaluate the performance of the Committee in fulfilling its duties and responsibilities. This will include review of event evaluations, membership surveys and committee member participation.

Section 10. Terms of Reference Review

The Committee shall review and reassess, annually, the adequacy of these Terms of Reference and recommend to the Board any changes that it deems appropriate.