



## **TERMS OF REFERENCE**

### **SPRING CONFERENCE PLANNING COMMITTEE**

**Objective:** To plan the Spring Conference of AMA

Spring Conference Committee shall:

- Plan the annual Spring Conference;
- Develop a Spring Conference program, keeping in mind the objectives of AMANS;
- Work with AMA staff to suggest names for the speakers of workshops;
- Approve and work within a Spring Conference budget;
- Solicit sponsorship in the amount outlined in the budget;
- Suggest and assist with the organization of Spring Conference social and networking events.

#### **MEMBERSHIP**

- At least one member of AMA Board of Directors.
- At least one representative from DMAH.
- Additional members will be selected in accordance with AMA Policy on Committee Appointments.
- Membership on the Committee shall not exceed twelve members
- Each year, at the first meeting of the newly appointed Spring Conference Planning Committee, a Chair and Vice-Chair shall be selected by the Committee.
- The Committee may appoint a local committee to organize social events for the conference.
- AMA Executive Director non-voting (as available)
- AMA Staff member non-voting (as assigned by the Executive Director)

#### **ROLE OF THE CHAIR**

The Chair of the Spring Conference Planning Committee shall:

- Ensure that the work of the Spring Conference Planning Committee is in keeping with the overall goals and objectives of AMANS;
- Convene and preside over meetings of the Spring Conference Planning Committee;
- Set the agenda for each Spring Conference Planning Committee meeting, in consultation with AMA Staff;
- Assign work to Committee members;
- Report to the Board of Directors on Committee's progress;
- Attend the Annual Spring Conference and Chair such events as deemed appropriate.
- Prepare a written report for inclusion in the Annual General Meeting Package in the Fall.

### **ROLE OF THE VICE-CHAIR**

The Vice-Chair shall fulfill the duties of the Chair in the absence of the Chair.

### **ROLE OF COMMITTEE MEMBER**

A member of AMA Spring Conference Planning shall:

- Regularly attend Spring Conference Planning Committee meetings;
- Makes a serious commitment to participate actively in Committee work;
- Volunteer for and willingly accepts assignments and completes them in a thorough and timely manner;
- Stay informed about Committee matters, prepare themselves well for meetings, and review and comment on minutes and reports;
- Attend the Annual Spring Conference, chair Conference sessions and assist on-site where necessary.

### **ROLE OF STAFF**

AMA Staff shall:

- Provide staff support to the Spring Conference Planning Committee;
- Negotiate with and book conference venue;
- Work with conference facility on function arrangements, menu, etc;
- Prepare all promotional materials ;
- Handle all financial matters relating to the conference
  - Develop a draft budget for approval by Committee
  - Take in all fees
  - Accounts receivable and payables for the conference
- Work with Committee to develop the program ;
- Contact speakers and make appropriate arrangements;
- Follow up with sponsors after initial contact by Committee;
- Attend conference planning meetings.

**TIME COMMITMENT:** Monthly meetings from February to Spring Conference – 1.5 hour meetings

*Updated and Approved: November 2022*