

TERMS OF REFERENCE
FALL CONFERENCE PLANNING COMMITTEE

Objective: To plan the Fall Conference of AMA

Fall Conference Committee shall:

- Plan the annual Fall Conference;
- Develop a Fall 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 Fall Conference budget;
- Solicit sponsorship in the amount outlined in the budget;
- Suggest and assist with the organization of Fall 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 Fall 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 Fall Conference Planning Committee shall:

- Ensure that the work of the Fall Conference Planning Committee is in keeping with the overall goals and objectives of AMANS;
- Convene and preside over meetings of the Fall Conference Planning Committee;
- Set the agenda for each Fall 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 Fall Conference and Chair such events as deemed appropriate.
- Prepare a written report for inclusion in the Annual General Meeting Package.

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 Fall Conference Planning shall:

- Regularly attend Fall 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 Fall Conference, chair Conference sessions and assist on-site where necessary.

ROLE OF STAFF

AMA staff shall:

- Provide staff support to the Fall 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 Fall Conference – 1.5 hour Meetings