



CONVENTION PLANNING COMMITTEE TERMS OF REFERENCE

The AMA Convention Committee shall:

- work closely with AMA staff in planning the annual Convention;
- develop and refine a Convention theme, and develop a program which is in line with the theme;
- develop a Convention program, in keeping with the objectives the AMANS;
- work with AMA staff to determine speakers;
- approve and work within a Convention budget;
- assist with soliciting sponsorship in the amount outlined in the budget;
- assist in soliciting exhibitors for the trade show;
- Assist in obtaining early bird prizes
- There is an expectation that a committee comprised of AMA members from the region in which the Convention is being held will be struck to assist with the development and organization of the Convention social and networking events. **Note:** *If the local region is not able to take on this task, it should forward a letter to the Board outlining the reasons why.*

MEMBERSHIP

- The Vice President of the Association will serve as Chair of the Convention Planning Committee.
- At least one representative from SNSMR shall serve on the AMA Convention Planning Committee.
- At least one representative from AMA Education Committee.
- At least one additional member of the AMA Board of Directors.
- Additional members will be selected in accordance with the AMA Policy on Committee Appointments.
- Membership on the Committee shall not exceed (12).
- Each year, at the first meeting of the newly appointed Convention Planning Committee, a Vice-Chair shall be selected by the Committee.
- a local committee will be struck comprised of members from the region in which the Convention is being held to organize social events for the convention.
- AMA Executive Director-non-voting (as available)
- AMA Event Coordinator-non-voting

ROLE OF THE CONVENTION PLANNING COMMITTEE CHAIR

The Chair of the Convention Planning Committee shall:

- Ensure that the work of the Convention Planning Committee is in keeping with the overall goals and objectives of the AMANS;
- Run the meetings of the Convention Planning Committee;
- Work with AMA staff to set the agenda for each Convention Planning Committee meeting;
- Assign work to Committee members;
- Report to the Board of Directors on Committee's progress;
- Submit a final report to the AMA office for inclusion in the Annual General Meeting Package;
- Attend the Annual Convention and Chair such events as deemed appropriate.

ROLE OF THE VICE CHAIR

- the Vice-Chair will fulfill the duties of the Chair in his or her absence.

ROLE OF COMMITTEE MEMBER

A member of the AMA Convention Planning shall:

- Regularly attend Convention Planning Committee meetings and important related meetings;
- Makes serious commitment to participate actively in committee work;
- Volunteer for and willingly accepts assignments and completes them thoroughly and on time;
- Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and related material;
- Attend the Annual Convention and assist on-site where necessary.

ROLE OF AMA STAFF

- Provide staff support to the Convention Planning Committee
- Negotiate with and book workshop venue
- Work with workshop facility on function arrangements, menu, etc
- Prepare all promotional materials
- Handle all financial matters relating to Convention
 - Develop draft budget for approval by committee
 - Take in all fees
 - Accounts receivable and payables for workshop
- Work with committee to develop program
- Work with the committee to identify speakers and make contact and appropriate arrangements
- Follow up with sponsors after initial contact by committee
- Attend Convention planning meetings where possible
- On-site logistics