



Canadian Association of Government Finance Officers

Conference Committee Terms of Reference

Purpose:

The Conference Committee (CC) is a committee reporting to the Board of Directors, responsible for developing the Annual Conference.

Functions:

The Conference Committee is responsible for:

1. This Committee makes all major recommendations and decisions about the conference.
2. They ensure that the event content is well-researched and well-balanced, recruit attendees and presenters (in collaboration with the Professional Development Committee) that are applicable to the conference focus, and identify the conference theme.
3. The Chair has the final say on any major decisions related to the conference organization. This is the person who organizes and sets the agenda for committee meetings and assigns tasks to other committee members. The Chair is responsible for ensuring that committee members are empowered to take ownership over their areas, and that commitments made by these committee members are being met.
4. This Local Chair is responsible for the details associated with the event day. They will define and execute the registration process, ensuring a smooth, organized experience for attendees arriving at the event.
5. They can also, in partnership with the Executive Director and/or the Manager of Operations interview, evaluate and select venues and vendors who will manage networking events
6. This Committee must abide by CAGFO's Conference Policy found in Appendix A.

Members:

1. Up to six members from the Board of Directors and/or volunteers from the membership

Length of Term:

1. A one-year term with the possibility of renewal for a second term.
2. The term should coincide with the conference's planning cycle.

Frequency of Meetings:

The committee will meet once a month or at the call of the chair by teleconference, On-line portal or in person as budget and agenda allow.

Reporting Responsibility:

1. The Conference Committee reports to the Board of Directors during monthly Board meetings.
2. Additional information or updates may be communicated to the Board of Directors by e-mail, mail or fax when appropriate.
3. All meetings shall be documented, with minutes circulated and preserved.

CONFERENCE POLICY

1.0 POLICY STATEMENT

The Canadian Association of Government Finance Officers (CAGFO) is committed to organizing and presenting an annual conference that meets the professional learning and networking needs of its membership.

2.0 POLICY PURPOSE

The purpose of the Conference Policy is to provide strategic, formal guidance to ensure quality and consistency for the annual conference. The Policy is intended to provide an overview of the key components of the organization and presentation of the conference. Specific procedures surrounding these activities are detailed in a separate document.

3.0 CONFERENCE PURPOSE

CAGFO's conference is an annual event that serves a variety of purposes for the Association and its membership, including the provision of:

- Professional learning sessions for members.
- Formal sessions, roundtables, panels, member-input sessions, information sessions, etc for members to discuss and resolve the issues facing CAGFO and the profession.
- An opportunity to meet the requirements under the Canada Not-for-Profit Corporations Act to hold an Annual General Meeting (AGM).

4.0 CONFERENCE LOCATION

As a national organization, CAGFO holds its conference at locations across the country so that as many members as possible have the opportunity to attend the conference.

Decisions for conference locations will be based on the following criteria:

- Desire from the host city members to host the conference.
- Evaluation of facilities available to meet the space and other requirements of the conference.
- Cost effective for members and delegates to attend the conference in terms of room rates and other expenses.
- Costs to CAGFO to present the conference in terms of facilities and other required services.

If it is determined by the Board of Directors that it is not feasible to hold the conference in the location as per the rotational schedule, the location will move to the next region in the rotational schedule.

5.0 CONFERENCE COMMITTEE

- The conference committee lead from the host local government will be established by the Board.
- The conference committee lead is responsible for recruiting members from the host's local area.

6.0 **CONFERENCE REGISTRATION FEES**

Conference registration fees will be reviewed every year to ensure they are competitive and cost effective.

7.0 **CONFERENCE THEME**

The conference theme will be current and have national significance. The theme will be proposed by the conference organizing committee and approved by the Board.

8.0 **CONFERENCE CONTENT**

Conference content will target executive level government finance officers.

Core sessions will include:

- PSAB Update
- Economic Update
- Up & Coming Trends in the Profession

Key note speakers:

- Will have relevance to the conference theme.
- Must be approved by the board.

10.0 **RESPONSIBILITY**

- The Board will be responsible for approving the location, the final itinerary, the theme and the key note speakers for the conference.
- The Executive Director will be responsible for the successful delivery of the conference including negotiating the conference location and food program, booking the key note speakers and ensuring a budget is approved and in place for the conference.
- The Manager of Operations and Member Services will be responsible for the logistics of the conference including organizing the concurrent sessions, producing the conference booklet and preparing a running order for the conference. This position will also be responsible for the on the ground organizing during the event
- The Organizing Committee will be responsible for supplying the volunteers to host the conference along with a relevant theme and all entertainment aspects of the conference