

C2022 Committee Terms of Reference

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00 Host Committee	2
01 Management Committee	3
02 Program Committee	4
03 Social Committee	8
04 On-Site Coordination Committee	9
05 Volunteer Committee	10
06 Marketing and Promotion Committee	12
07 Sponsorship and Exhibition Committee	14
08 Developmental Evaluation Committee	15

00 Host Committee

Composition

- Conference co-chairs
- Conference treasurer
- National Conference Committee (President, Treasurer, Chair of PLC, and National Coordinator)
- Past and future conference co-chairs

Reports To

- This committee does not report to another entity.

Reporting In

- Management Committee reports into this committee.

Tasks

- Coordinates CES National and CES local Chapter responsibilities.
- Deals with issues requiring National CES' attention.

Expected Outputs

- A successful conference.

Commitment Length

- From Letter of Agreement until the evaluation post-conference. Approximately 2 ½ year commitment.

Note

The National Conference manual establishes the respective spans of control of the Chapter and of CES National as well as respective responsibilities. In particular, the CES National Treasurer must approve all expenditures exceeding a certain threshold and the CES National Secretariat is responsible for all matters related to registration and payment to vendors.

01 Management Committee

Composition

- Co-chairs
- Conference treasurer
- Committee leads
- Diversity and Sustainability leads
- Chapter Board liaison
- Event planner

An Executive Committee comprised of the conference co-chairs, the conference treasurer, and the event planner is authorized to make urgent decisions.

Reports To

- Reports to the Host Committee.

Reporting In

- Program Committee
- Scientific Working Group
- Social Committee
- On-Site Coordination Committee
- Volunteer Committee
- International Committee
- Marketing and Promotion Committee
- Sponsorship and Exhibition Committee
- Developmental Evaluation Committee

Tasks

- Develops its own work plan.
- Ensures the coordination of all committees and working groups.
- Approves the work plans of all committees and working groups.
- Ensures that sustainability is considered in all committee plans and work.
- Ensures that the CES bilingualism policy is respected in all aspects of the conference planning and execution.
- Determines the conference time use.
- Composes the final program based on input from the Program Committee, the Social Committee and the Sponsorship and Exhibition Committee.
- Makes all final decisions.

Expected Outputs

- A successful conference
- Monthly reports to the Host Committee.
- Final conference report (in addition to the evaluation report).

Commitment Length

- 10 hours per month, increasing to 20 hours per month (possibly more) for 6 months prior to the month of the conference.

Note

Since the CES National Secretariat is responsible for bookkeeping, making payments, and receiving revenues, the Conference treasurer is responsible for keeping the organization on track budget-wise, providing analytical projections of revenues and expenditures, and identifying risks and mitigation strategies for the Management Committee to approve and implement.

02 Program Committee

Composition

- Two leads
- One of the co-chairs
- CES Fellowship liaison
- CES National Chair of Professional Learning
- Additional people as needed
- Event planner

Reports To

- Reports to the Management Committee.

Reporting In

- Workshop Working Group
- Thematic Breakfast Working Group

Tasks

- Develops its work plan.
- Develops the proposed theme.
- Develops a proposed keynote program.
- Interfaces with the Fellowship Conference Committee.
- Composes the proposed and final scientific program based on input from the Scientific Working Group, the Workshop Working Group, the Thematic Breakfast Working Group, and the Fellow Conference Committee.
- Develops the content of the call for presentations (all types) and its process.
- Establishes the proposal reviewer board.
- Supervises the proposal process and deals with special cases (implementation is done by the IT Working Group).
- Scores presentation proposals.
- Develops the content of the call for proposals and its process (if applicable).
- Supervises the proposal process and deals with special cases (implementation is done by the IT Working Group).
- Approaches targeted workshop presenters (if applicable).
- Scores proposals.
- Develops a recommended workshop program.

Commitment Length

- 10 hours per month, increasing to 20 hours per month (possibly more) for 6 months prior to the month of the conference.

Expected Outputs

- Work plan.
- Conference theme.
- Scientific program (including keynotes and all types of presentations, workshops, and thematic breakfast sessions) that reflects scientific content, interest to delegates, availability of resources, and conference values.
- Brief final committee/working group report contributing to the final conference report.
- A list of proposals ranked according to scientific value and interest to delegates. This is then used then by the Program Committee to compose the scientific program.

- Brief final committee/working group report contributing to the final conference report.
- A list of proposed workshops of scientific value and interest to delegates. This list is vetted by the Program Committee which uses it to compose the scientific program.
- Brief final committee/working group report contributing to the final conference report.

03 Social Committee

Composition

- Two leads
- Additional people as needed
- Event planner

Reports To

- Reports to the Management Committee.

Reporting In

- Not applicable

Tasks

- Develops its work plan.
- Designs and organizes the networking and social activities including but not limited to the Welcome Reception, coordination with the CESEF (Silent Auction), orientation sessions, and hospitality suites.

Commitment Length

- 10 hours per month, increasing to 20 hours per month (possibly more) for 6 months prior to the month of the conference.

Expected Outputs

- Work plan.
- Evaluation questions
- Social program (feeds into the Conference program prepared by the Management Committee).
- Brief final committee/working group report contributing to the final conference report.

04 On-Site Coordination Committee

Composition

- Two leads
- Additional people as needed
- Event planner

Reports To

- Reports to the Management Committee.

Reporting In

- Not applicable

Tasks

- Develops its work plan.
- Takes care of anything having to do with the local on-site arrangements including but not limited to:
 - Contracting for AV
 - Contracting for simultaneous translation
 - Food and beverage (order confirmation)
 - Conference room management
 - Case competition room management
 - Monitoring of hotel room availability
 - National meetings on-site management

Commitment Length

- 10 hours per month, increasing to 20 hours per month (possibly more) for 6 months prior to the month of the conference.

Expected Outputs

- Work plan.
- Periodic reports (monthly, then weekly).
- Signage.
- Brief final committee/working group report contributing to the final conference report.

05 Volunteer Committee

Composition

- Two leads.
- Additional people as needed.

Reports To

- Reports to the Management Committee.

Reporting In

- Not applicable

Tasks

- Develops its work plan.
- Determines needs for volunteers.
- Develops and implements a recruitment campaign.
- Develops and implements an orientation program.
- Coordinates volunteers.
- Develops and implements a volunteer recognition program.
- Considers the need for a Buddy Program; designs and implements such a program as required.

Commitment Length

- 10 hours per month, increasing to 20 hours per month (possibly more) for 6 months prior to the month of the conference.

Expected Outputs

- Work plan.
- Periodic reports (monthly, then weekly).
- Boots on the ground.
- Brief final committee/working group report contributing to the final conference report.

06 Marketing and Promotion Committee

Composition

- Two leads.
- Additional people as needed.
- Event planner

Reports To

- Reports to the Management Committee.

Reporting In

- IT Working Group.

Tasks

- Develops its work plan.
- Develops the communication plan.
- Develops the visual identity of the conference.
- Handles all outbound communications including the website and social media.
- Interfaces with the IT committee that is responsible for the technological aspects and with the Program Committee with regard to calls for proposals.
- Enlists the help of a photographer for the event.

Commitment Length

- 10 hours per month, increasing to 20 hours per month (possibly more) for 6 months prior to the month of the conference.

Expected Outputs

- Work plan.
- Communication plan.
- Outbound communications.
- Conference website.
- Brief final committee/working group report contributing to the final conference report.

07 Sponsorship and Exhibition Committee

Composition

- Two leads.
- Additional people as needed.
- Event planner

Reports To

- Reports to the Management Committee.

Reporting In

- Not applicable

Tasks

- Develops its work plan.
- Plans the sponsorship and exhibition offer.
- Plans and implements the canvassing.
- Closes deals.
- Follows up with required correspondence.

Commitment Length

- 10 hours per month, increasing to 20 hours per month (possibly more) for 6 months prior to the month of the conference.

Expected Outputs

- Work plan.
- Sponsorship and exhibition contracts.
- Sponsorship and exhibition revenues.
- Brief final committee/working group report contributing to the final conference report.

08 Developmental Evaluation Committee

Composition

- Two leads.
- Additional people as needed.

Reporting

- Reports to the Management Committee.

Reporting In

- Not applicable

Tasks

- Develops its work plan.
- Gathers information relevant to management decision-making throughout the conference organization period.
- Organizes the reported input from all committees and working groups.
- Designs and conducts the conference evaluation.
- Collates information relative to the conference report.

Commitment Length

- 10 hours per month, increasing to 20 hours per month (possibly more) for 6 months prior to the month of the conference.

Expected Outputs

- Work plan.
- Periodic analytical notes.
- Conference evaluation report.
- Draft management report.