



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

ANNUAL CONFERENCE ORGANIZING COMMITTEE

TERMS OF REFERENCE

August 2015

PHILOSOPHY AND OBJECTIVES

The primary objective of the Annual Conference Organizing Committee is to provide input and support to the LGMA Executive Director and Program Manager for the development of the program content within the budget for the Annual Conference of the LGMA.

COMMITTEE TERMS OF REFERENCE

- 1.** The members of the Annual Conference Organizing Committee (hereinafter Committee) are volunteers recruited through a volunteer call out to the membership.

- 2.** Minutes/summary of deliberations of the Committee will be maintained. Recommendations of the Committee will be presented by the Executive Director to the Board of Directors for approval at the December Board meeting.

- 3.** The Committee's responsibilities shall include the following:
 - Deliberation and recommendation of a proposed program of events within the budget to the LGMA Board of Directors;
 - Identification of a conference theme where appropriate;
 - Identification of educational, social, and networking activities and related presenters or facilitators where applicable;
 - Support as required for implementation of the program activities, including:
 - Delegate bag preparation/storage and securing SWAG/inserts;
 - Acting as returning officer and scrutineer for LGMA board elections;
 - Recommending local talent if required (ie. for entertainment, singing of anthems)
 - Invitation to Mayor or other local dignitaries;
 - Guidance on local First Nations protocol/invitations;
 - Guidance on local arrangements, service providers, or potential sponsors.

COMMITTEE MEMBERS

Composition

- 4.** The Committee shall consist of a minimum of six and a maximum of ten volunteer members from a variety disciplines in the host local government(s) and shall include a minimum of one Chief Administrative Officer.

Term of Office

- 5.** The term of office is from September through June.

Selection of Members

6. LGMA will publicize the volunteer requirement for the Committee, and appointments will be made to ensure sufficient local government expertise and the minimum complement of volunteers are in place. Appointments are ratified by the Board on the recommendation of the Executive Director.

Time Commitment

7. Committee members are expected to participate in monthly meetings between September to November (normally 2-3) to develop and finalize the program content recommendations. Reasonable time outside of these meetings may be required for research relating to program development.

There is significant LGMA staff support in the lead up to and during the conference itself; however additional volunteer time will be assessed and may be required. This could include participation in Committee conference calls/emails or in some other event support or delivery capacity as reasonably required.