



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

**CLERKS AND CORPORATE OFFICERS FORUM
ORGANIZING COMMITTEE**

TERMS OF REFERENCE

September 2013

PHILOSOPHY AND OBJECTIVES

The primary objective of the Clerks and Corporate Officers Forum 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 Clerks and Corporate Officers Forum.

COMMITTEE TERMS OF REFERENCE

- 1.** The members of the Clerks and Corporate Officers Forum Organizing Committee (hereinafter Committee) are volunteers with experience as clerks and corporate officers, engaged in keeping with LGMA policies 003 and 004.
- 2.** Minutes/summary of deliberations of the Committee will be maintained.
- 3.** The Committee's responsibilities shall include the following:
 - Deliberation and recommendation of a proposed program of events within the budget to the LGMA Education Committee;
 - Identification of a conference theme if 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:
 - 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 three and a maximum of five volunteer members.

Term of Office

- 5.** The term of office is from January through October.

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.

Time Commitment

7. Committee members are expected to participate in one face-to-face meetings between January and March to develop and finalize the program content recommendations. Reasonable time outside of these meetings may be required for research relating to program development and finalization of the program. Generally two or three conference calls are also required following the face-to-face meeting.

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.