



Canadian Network of Agencies for Regulation
Réseau canadien des organismes de réglementation

CNAR Conference Planning Committee Terms of Reference

1 Objective

The conference planning committee is an advisory committee to the CNAR Executive Director. The Committee oversees and continually improves CNAR's annual conference by providing advice and recommendations regarding CNAR's premier annual event to the Executive Director.

2 Membership

The Committee shall include a representative from each Corporate Partner, at least an equivalent number of representatives from CNAR's membership, and a board member. At least one committee member shall be from the selected province of the upcoming conference(s). To the extent possible, the Committee shall seek to represent the diversity of the CNAR membership and shall collectively have knowledge of professional regulation and experience with speaker selection and event programming.

Contingent on their continued participation with CNAR, Committee members shall serve for a three-year term. Terms shall be staggered to ensure continuity of knowledge on the Committee. All members are selected by the Executive Director, who shall seek to ensure that there is annual turn-over to ensure that new perspectives are continually brought to the Committee. Members may be renewed upon the conclusion of their term, based on their participation, knowledge and interest.

CNAR's Director, Communications shall serve as the primary staff support for this committee. CNAR's Executive Director shall moderate the meetings of the committee.

3 Responsibilities

The responsibilities and duties of the Committee shall include the following matters, and such others as may arise or be referred to the Committee by the Executive Director:

- Recommending speakers and moderators
 - Review all speaker submissions, rate them, provide feedback, discuss collectively and recommend a slate of speakers, based on the procedure established by the Executive Director
 - Recommend moderators for each session
- Acting as champions and promoters of the conference
 - Encourage speaker submissions, and attendance at the conference
 - Members of the committee drawn from CNAR's membership shall attend to the CNAR booth during the conference, answer questions and provide information
- Welcoming attendees at the conference
 - Assist with registration and provide opening and closing remarks
- Supporting individual sessions at the conference
 - Ensure that set-up is suitable, speakers are present, AV is functioning, etc.

In addition, the Committee members shall provide advice and recommendations regarding the selection of the event format and schedule (i.e. duration and type of activities).

Committee members should expect to meet weekly during the selection of speakers and moderators (approximately 5 meetings of 60-90 minutes each), and to devote time between and prior to meetings for the review of speaker submissions. In addition, Committee members are expected to attend the conference and must be available to support conference sessions.

Committee members receive complimentary admission to the conference.

4 Duties and Expectations

- act honestly, in good faith and in the best interests of CNAR,
- act with integrity, loyalty and high ethical standards, declaring and responding appropriate to conflicts of interest
- approach every issue with an open mind, impartially, without discrimination or favouritism, and avoid doing or saying anything to cause any person to think otherwise,
- conduct themselves personally and professionally in a manner consistent with the nature of their responsibilities and the maintenance of public confidence in CNAR,
- foster a collegial environment and conduct themselves in a manner that reinforces the integrity of CNAR amongst one another and with staff,
- commit the time and effort required for the work of the Committee, and regularly attend meetings,
- maintain the confidentiality of all information shared with them,
- attend the annual Conference of CNAR

Committee members shall not engage in conduct that takes advantage of their position or take advantage of information obtained through their duties as members of the Committee to obtain a personal benefit.