

IAC Events Committee – Terms of Reference



Overview:

The IAC Events Committee is a sub-committee of the Executive Council, established pursuant to the IAC constitution and bye-laws. The Events Committee shall advise on and oversee all IAC events (e.g. annual and regional conferences, webinars and other regional/country events). This Committee supports the development of a program of events (including webinars) and conferences that reflects the vision, objectives and strategy of IAC.

NB: Separate IAC conference committees are established for each annual conference. This events committee is **not** the Annual Conference Committee.

1. Membership

- 1.1. Members of the Committee shall be appointed by the EC. The Committee shall be made up of a minimum of five and a maximum of eight members: including an EC Member.
- 1.2. Only members of the Committee have the right to attend Committee meetings. However, other individuals and external advisers may be invited to attend for all or part of any meeting, as and when appropriate.
- 1.3. The EC shall periodically review the membership of the Committee with a view to ensuring that it remains fit-for purpose. Committee members should recruit new members who are willing to carry out the committee duties.
- 1.4. The members of the Events Committee shall appoint the Committee Chairperson. The Chairperson will be responsible for updating the EC on behalf of the Committee.
- 1.5. A member of the Committee shall serve a term of four years. Where recommended by EC, a member may serve a further term of three years.
- 1.6. It shall be a requirement of ongoing membership of the Committee that a member attend not less than seventy five percent of all meetings in a calendar year.
- 1.7. Membership terms on the Committee will be staggered.

2. Secretary: The Committee shall appoint a Secretary who will have responsibility for recording all meetings of the Events Committee.

3. Quorum: The quorum necessary for the transaction of business shall be three. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

4. Frequency of Meetings

The Committee shall meet as often as may be required to ensure that it discharges its duties properly, but in any event not less than four times a year. Meetings take place online by video-conference.

5. Notice of Meetings

- 5.1. Meetings of the Committee shall be called by the Secretary of the Committee at the request of the Chairperson of the Committee and unless otherwise agreed, notice of each meeting confirming the meeting time, date, and details, shall be forwarded to each member of the Committee and any other persons required to attend, no later than fourteen days before the date of the meeting.
- 5.2. Agenda and supporting papers shall be emailed to Committee members and to other attendees no later than seven days before the date of the meeting.

6. Minutes of Meetings

- 6.1. The Secretary or their nominee shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.
- 6.2. Minutes of Committee meetings shall be circulated to all members of the Committee.

Duty as Events Committee

The Committee Shall:

- 7.1. Encourage and promote IAC events.
- 7.2. Review, and make recommendations to the EC, on the Expressions of Interest (EOI) to host IAC events.
- 7.3. Provide advice as requested, regarding themes, programming, budgeting, and speakers, for all planned IAC events.
- 7.4. Work with the Annual Conference Chairpersons/Committee (e.g. 2020 and 2021 Conference Chairpersons) to ensure progress on the conference is in line with desired timelines.
- 7.5. To advice and support the conference organisers in seeking sponsorship.
- 7.6. To nominate, and maintain regular contact with, lead contact persons for any events in which IAC partners (e.g. Annual conferences, regional events, webinars).
- 7.7. Set specific annual objectives for the Committee with reporting dates outlined.

- 7.8. Review the events documentation (Conference handbook) and amend/improve as appropriate.
- 7.9. Note and communicate any emerging trends relating to IAC events.
- 7.10. Advising and making recommendations to the Executive Committee on any issue relating to events.
- 7.11. Partner with other committees as appropriate on matters of common interest.
- 7.12. Assist with identifying and recruiting new members of the Committee.

8. Duty as Individual Committee Member

- 8.1. The individual Committee member shall commit to:
 - 8.1.1. Engaging in a minimum of four hours membership activity per month to assist and support the efforts of the IAC Events Committee.
 - 8.1.2. Preparation time of at least a half-hour for approximately four (4) Events Committee Meetings per year.
 - 8.1.3. Being a current member of IAC.

9. Reporting Responsibilities

- 9.1. The Committee shall report to the EC on its proceedings and on all matters falling within its responsibilities. The Committee shall report to the EC meetings in one of three ways;
 - For Information – update the EC but no decision or EC input required
 - For Discussion – input/feedback required from the EC but no decision
 - For Action – decision required from the EC.
- 9.2. The Committee shall make whatever recommendations to the EC it deems appropriate on any area within its remit where action or improvement is needed.
- 9.3. The Committee will provide the EC with access to minutes of all its meetings; minutes will include details of decisions taken. The Committee can also give advice and recommendations in relation to the Committee's own terms of reference.

How to Apply: Please email a letter of interest (1 page maximum) and your short *résumé* (2 pages maximum) to: CEO@iac-irtac.org