

## CONFERENCE MANAGEMENT COMMITTEE TERMS OF REFERENCE

**POLICY TITLE:** CONFERENCE MANAGEMENT COMMITTEE TERMS OF REFERENCE

**DATE DRAFTED:** SEPTEMBER 2006, RE-DRAFTED JULY 2011 and SEPTEMBER 2012

**REVIEWED:** DECEMBER 2018

**NEXT REVIEW:** DECEMBER 2020

### Purpose

The Conference Management Committee is responsible to the Society for the successful planning and delivery of the International Conference on Cancer Nursing (ICCN). The conference provides a means to enhance the development of cancer nurses and cancer nursing leaders.

### Objectives

The Conference Management Committee's activities include but are not limited to:

- Designing an educational program that incorporates member feedback and an environmental scan on priority issues in cancer care
- Planning and managing the ICCN conference including conference theme and topics, plenary and concurrent presentations, ancillary activities, financial responsibilities and conference evaluation
- Developing financial targets as part of the annual budgeting and conference planning process, including establishing necessary policy, approval and monitoring of the conference budget in collaboration with the ISNCC Executive Committee
- Following the conference, providing an overall conference report to the ISNCC Board of Directors with recommendations for future improvements
- Reviewing, evaluating, and updating Conference Planning Guidelines and materials

### Membership

The Conference Management Committee will have the following members:

- Chair – Conference Management Portfolio Board Director
- Vice Chair – Appointed by the ISNCC Board
- Knowledge Development and Dissemination Director (or representative)
- Corporate and Philanthropic Director (or representative)
- ISNCC Treasurer-Secretary
- Committee Members - Up to 6 covering all six WHO Regions where possible. Committee members will possess demonstrated track records in the development, planning and management of conferences and other educational offerings.
- As deemed appropriate by the Board of Directors, representatives from ISNCC regional and international partners

- Up to two representatives from the geographic location of the upcoming ICCN
- ISNCC President and President-Elect/Immediate Past President (ex officio)

### **Appointment to the Committee**

- Non-Board Committee Members are appointed by the ISNCC Board of Directors following a call for expressions of interest to all Full Members, Associate Members, Individual Members and Global Citizens.
- The Vice Chair is appointed by the ISNCC Board from the Non-Board Committee Members.
- The Vice Chair normally serves one year of their three-year term in the role of Vice Chair, with the option of renewal for one further year.

To maintain membership in the Committee, members must:

- Actively participate in at least 60% of the scheduled meetings per annum
- Maintain membership in ISNCC for the duration of the term on the Committee, either through membership in an ISNCC Full Member organization, or as an Individual Member or Global Citizen

### **Terms of Office**

- ISNCC Board members who are members of the Conference Management Committee maintain their position for their elected Term of Office.
- Other committee members serve a 3-year term for a maximum of 2 terms

### **Terms of Office**

- ISNCC Board members who are members of the Committee will maintain their position for their elected Term of Office.
- Other committee members serve a 3-year term with a maximum of 2 terms.
- The Immediate Past Committee Chair may remain on the committee to facilitate transition for 1 term or less as agreed and approved by the ISNCC Executive.

### **Meetings**

- Meetings will be held by video/teleconference. Face to face meetings may be scheduled at ISNCC events.
- The Committee will meet at least 10 times per year as a minimum requirement.
- The Agenda will be prepared by the Chair and circulated at least 5 days before the meeting.
- Minutes will be recorded by the Vice Chair (or designee) and circulated at least 10 days following the meeting.

### **Reporting**

- Bimonthly status reports for discussion at ISNCC Board of Directors
- Annual report for inclusion in the ISNCC Annual Report.

### **Review**

- The terms of reference are to be reviewed at least once every two years.