



## **Conference Committee**

(Reviewed by Conference Committee, 2005; June 11, 2006, June 19, 2008, Aug 24/10, March 27, 2012; Sept 9/14; Sept 20/16; June 20/18; June 16/20)

(Reviewed by the Board of Directors June, 2005, September, 2006, June 2007, Sept 29/08, Sept 27/10; Jun 11/12; Jun 10/13; Sept 29/14; Aug 31/15; June 13/17; August 27/18; November 30/20)

**Committee Mandate:** To plan and deliver the annual MCCA provincial conference meeting the targeted financial goal for the Association.

### **Duties & Responsibilities:**

1. Identify the location, theme, keynote speakers, and timelines for the conference.
2. Arrange for a suitable location for the conference.
3. Seek out sponsors as required.
4. Ensure conference meets the varied professional needs of the early learning and child care sector.
5. Market conference to MCCA members, sister organizations, the general public, and relevant professional constituencies.
6. Conference committee members will volunteer at a variety of day and evening activities during the conference.
7. Develop a conference budget with the goal of exceeding the annual target identified by the Board of Directors.
8. Develop and review annually the committee's operational procedures to support the committee's mandate.
9. Evaluate the conference and identify areas for improvement for the upcoming year.

### **Composition of the Committee**

The committee shall accept the number of members it needs to achieve its mandate. A Chairperson shall be appointed by the committee. The Executive Director shall appoint staff representation.

### Time Requirements

A two year term coinciding with the election term of the MCCA Board of Directors is recommended. The committee members meet as required to meet their duties and responsibilities.

### Accountability

The committee is accountable to the Board of Directors through the Executive Director.

### Operational Policies

1. All members of the Conference Committee shall adhere to high standards including confidentiality of committee information, especially in regards to information that is verbally presented or written and is of a sensitive nature and has been deemed to be CONFIDENTIAL.
2. Committee members must be MCCA members in good standing; must sign a Confidentiality Agreement; must attend a majority of meetings of the committee held each year in order to remain eligible to participate.
3. Committee members must bring knowledge, expertise, and awareness of issues specific to this committee, and be non-partisan and objective.
4. Members of this committee must, in the opinion of other committee members and the MCCA Board of Directors, be free of any relationship that would interfere with his or her exercise of independent judgment.
5. A majority of the members of the committee must be present in person or by virtual platform to constitute a quorum.
6. Committee members may be asked to act on activities as referred from the MCCA Board of Directors.
7. Committees will operate in accordance with MCCA's Volunteer Manual.
8. The Committee shall elect a chairperson for a minimum two year term.