

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

Name:	Leader's Forum
Type of Committee:	Standing Committee
Focus:	Inwards
Accountability:	Executive Board
Ex-Officio:	National Vice-President
Membership Composition:	Modified National Committee Reference (see below)
Meetings:	Standard National Committee Reference
Staffing:	Standard National Committee Reference

Purpose/Mandate:

The Leaders Forum Committee will be responsible for planning the National Leaders' Forums which are held in the Spring and Fall of each year.

- Collaborate as a committee on hotel recommendations, specifications, pricing
- Set/Review budget on an ongoing basis
- Review dates for Spring and Fall Leaders Forum to ensure no conflicts arise (*i.e. stat holidays*)
- Support hosting Chapter to coordinate social events
- Produce the program (*i.e. suggested speakers and topics*)
- Assist with organizing Saturday conference exhibit hall
- Solicit Sponsorship
- Provide recommendations on locations for future forums
- Provide Chapter membership topics of interest through the Chapter Relations Committee for the Leaders' Forum held twice annually

2018 Identified Priorities:

These priorities do not constitute part of the Terms of Reference, but outline the current priorities of the committee, in conjunction with the purpose/mandate of the committee. These are expected to be reviewed and updated yearly by the National Executive.

1. Converting Leader's Forums into conference style