



Canadian Institute for Procurement and Materiel Management
Institut canadien d'approvisionnement et de gestion du materiel

National Workshop Committee Terms of Reference

1. INTRODUCTION

The National Workshop Committee is a standing committee of the Canadian Institute for Procurement and Materiel Management (CIPMM) Board comprised of a Board member as Chair, a Vice-Chair (not required to be Board member) and a committee made up of procurement & materiel management professionals from various federal government departments.

2. ROLES AND RESPONSIBILITIES

Subject to the duties and responsibilities of the Board, the National Workshop Committee will perform the following duties:

- Set and recommend to the Board for approval, the overall Theme, Budget, and Agenda/Program for the National Workshop.
- Establish an event plan, including for all workshop sessions, keynotes, panels, presenters, & sponsorship opportunities.
- Manage the approved Budget and Work Plan for the National Workshop.
- Review, develop and manage the Call for Presentations, Participant Registration, and Partnership opportunities for the National Workshop.
- Review and select keynote speakers for the National Workshop.
- Monitor and report to the Board regarding National Workshop as requested.
- Provide support at the National Workshop in terms of registration, logistics, speaker support etc.
- Identify and staff volunteer positions in support of the National Workshop.

3. MEETING FREQUENCY

The Committee will meet as determined by the Chair. Meetings commence approximately 10 months in advance of event @ 1X per month, moving to every 2 weeks as needed.

4. MEMBERSHIP

The National Workshop Committee will be composed of a minimum one Director in the Chair role.

5. DECISIONS RECORDS

The Secretariat will be responsible for:

- Preparing and distributing meeting notices, agendas and other meeting materials to Committee; and,
- Recording decision to all committee members.