



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

Regional Workshop Committee Terms of Reference

1. Introduction

The mandate of this committee is to bring pertinent and timely seminars or training sessions to regions. The objective is to enhance participation and bring professional learning close to the CIPMM regional members.

2. Responsibilities

The committee will act as an advisory council to the President or the Board of Directors and will consider priorities and needs for regional CIPMM learning.

The purpose is to ensure timely and effective learning opportunities are within the reach of CIPMM regional members.

3. Guiding Principles

This governance framework establishes lines of accountability and allow for agility in decision making and guidance.

- The committee will be led by the Committee Chair who will be appointed by the CIPMM board of directors.
- Committee Chair will represent the regional chapter leads in the CIPMM HQ meetings and also Board of directors.
- The Committee Chair will ensure regional interests are adhered to when organizing a workshop in the respective regions.
- A budget for the regional activities will be allocated and be managed by Committee Chair;
- The Committee Chair will be responsible to seek financial and event approvals from the Board of Directors.

4. Membership

The committee will be led by the Committee Chair who will be appointed by the Board of directors. Membership includes:

1. Committee Chair; and
2. Any other volunteers as appointed by the Committee Chair, Executive team or Board of Directors.

5. Committee Operation

- The Committee members will meet minimum twice annually; the frequency may be increased when a workshop is at the planning stage.
- The meetings will be organized by the Committee Chair.
- The Committee Chair and any other committee participants or volunteers will work towards a successful delivery of the CIPMM regional workshops.