



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

Terms of Reference

Emerging Trends Symposium Committee

1. INTRODUCTION

The Emerging Trends Symposium Committee is a standing committee of the Board of Directors (the "Board") of the Canadian Institute for Procurement and Materiel Management (CIPMM).

2. ROLE AND RESPONSIBILITIES

Subject to the duties and responsibilities of the Board, the Emerging Trends Symposium Committee will perform the following duties:

- Set and recommend to the Board for approval, the overall Theme, Budget, and Agenda/Program for the Emerging Trends Symposium.
- Establish a Work Plan for the Emerging Trend Symposium.
- Manage the approved Budget and Work Plan for the Emerging Trends Symposium.
- Review, develop and manage the Call for Presentations, Participant Registration and Partnership opportunities for the Emerging Trends Symposium.
- Review and select keynote speakers for the Emerging Trends Symposium.
- Monitor and report to the Board with respect to the Emerging Trends Symposium.
- Provide support at the Emerging Trends Symposium in terms of registration, logistics, speaker support etc.
- Identify and staff volunteer positions in support of the Emerging Trends Symposium.

3. MEETING FREQUENCY

The Emerging Trends Symposium Committee will meet as determined by the Chair but no less than four times per fiscal year.

4. MEMBERSHIP

The Emerging Trends Symposium Committee will be composed of a minimum one Director and the Chair.

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.