



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

Terms of Reference Virtual Summit Committee

1. INTRODUCTION

The Virtual Summit 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 Virtual Summit Committee will perform the following duties:

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

3. MEETING FREQUENCY

The Virtual Summit Committee will meet as determined by the Chair but no less than four times per fiscal year.

4. MEMBERSHIP

The Virtual Summit 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.