

## Canada West Health Leaders Conference Planning Committee

### Terms of Reference

#### Purpose

The Planning Committee is responsible for providing advice and assistance to the CCHL Staff in developing the Canada West Health Leaders Conference (CWHLC). It develops and recommends the conference theme, the program format, the plenary/keynote speakers, concurrent sessions, the marketing plan, and the sponsorship approach. Guidance is also sought when selecting the conference location (for in-person conferences).

#### Mandate

- To establish the conference theme, program format, and content of the conference program,
- To identify both plenary and concurrent sessions topics and speakers,
- To suggest potential marketing and target audiences,
- To suggest potential sponsorship opportunities,
- To provide guidance on future conference dates and recommend sites when applicable, and
- To provide analysis of the post-event survey and feedback.

#### Membership

The Committee will be composed of 10-12 members. Of these members, nine (9) will be representatives from each CCHL Western Chapters, and two (2) representatives will be members-at-large. Of the two at-large members, one (1) will be a representative from the BC Health Leadership Development Collaborative; and one (1) will be a representative from an Indigenous health leader. The CCHL President and CEO will serve as ex-officio. This format will allow for geographic balance and diversity in terms of expertise and languages among committee members.

Membership to the committee is for a two (2) year term with option for renewal. No individual member's term is to exceed three (3) years. To ensure continuity, membership turnover will be structured to ensure that terms are staggered. Any extensions or renewals for individuals to remain on the Committee are subject to CCHL Staff and Committee approval.

#### Chair or Co-Chairs

The preferred model for chairing the committee is to have two Co-Chairs with staggered terms. At least one Co-Chair will be a chapter representative. In the case of there being only one committee Chair, the Chair will be a Chapter representative.

#### Meetings

The Committee shall meet on a regular basis as required throughout the year as needed via Zoom Meetings.

Since this a working committee, full participation is necessary for all meetings. If you are not able to participate directly, written comments and recommendations may be submitted via email. Alternatively, if you are not able to participate in the meeting directly, you are welcome to send a representative to participate in the meeting on your behalf. Decision making on circulated materials will be by consensus. If members are unable to continue participating on the Committee during their term, or if members do

not meet the participation requirements, the CCHL Staff will work with the Chapter or at-large member to select an appropriate replacement.

### **CCHL Staff Liaison/Support**

The CCHL President and CEO, along with the CCHL Director of Conferences and Events, and any CCHL support staff, will ensure that the meetings are convened, that committee members are adequately involved, and that progress is achieved towards the common goal of having a successful conference.

The CCHL Staff will record all key decisions of the committee meetings and minutes will be circulated in a timely manner.

### **MOC Credits**

Committee members will earn 1 MOC Category 1 credits for every hour of attendance at meetings and work done for the committee.

### **Conference Attendance**

Members of the Committee who wish to attend the CWHLC will be provided with an opportunity to volunteer for the conference and receive a complimentary registration in return.

Original: December 10, 2020