



## Conference Planning Committee Terms of Reference

The Professional Administrators of Volunteer Leaders Ontario (PAVRO), in its pursuit of excellence in volunteer resources management, values alliances with other professional associations. PAVRO understands that alliances offer many benefits and actively seeks and supports local, national and international associations.

### **PURPOSE**

The Conference Planning Committee will provide leadership to develop, plan and implement all aspects of the annual conference of PAVRO. To provide consistency in planning and maximize the efforts of both volunteers and staff while maintaining fiscal responsibility.

### **CONFERENCE PHILOSOPHY**

1. The Conference is the signature event for PAVRO
2. Focus is on Professional Development
3. Has to generate a profit. Reviewed and revised accordingly
4. It needs consistency in planning for logo, communications, reuse of signage, information of presenters, sponsors and exhibitors and for contracting and registration systems.
5. Rotate venues between the GTA and outside the GTA. If a venue is found that meets all necessary criteria, consider hosting at one venue for more than one year. Also consider going back to the same venue in each of the geographical locations.

### **OBJECTIVES**

1. Keep the focus of the Conference on the Philosophy listed above
2. Review the results of the previous Conference Evaluations and develop a program that considers the needs of the delegates where possible.
3. Ensure that the Conference policies and procedures are up to date and implemented
4. Develop a conference budget with the Treasurer and present for approval to PAVRO Board of Directors by September.
5. Develop relationships with presenters that are professional and based on good contract details.
6. Examine opportunities for revenue using Sponsorship Package. Consider exhibitors as sponsors.
7. Examine opportunities for cost savings
8. Conduct risk assessment and develop contingency strategies. For example consider options if the key speaker fails to show up; what to do if the venue is deemed unsafe or if venue staff go on strike; consider all the "what ifs" and consider what backup approach could be taken.
9. Implement the highest quality of conference that is possible given budget, availability of presenters, venue and economic climate
10. Work with the Director of Communications and Marketing to ensure email listings are available and maintained in order to market conference. Have any communication written by the Director of Communications and Marketing.

11. The Committee will work with the Communications and Marketing Committee and the web master once the program details are in place, to have timely, exciting conference materials posted on the web site.

#### **METHODS OF OPERATING**

- The Conference Planning Committee will be chaired by the Conference Chair and supported by the Director of Membership
- The Conference Planning Committee will be supported by PAVRO contract staff where necessary ie. Web master for website, and communications; Administrative Assistant for registration/delegate materials
- PAVRO will provide an up to date Conference Binder or materials on the website that will include templates and resources to help with planning
- The Conference Planning Committee will begin to meet in the summer of each year. The first meeting may be a day-long session that involves orientation, review of evaluation of past conference, setting the theme, establishing budget, timelines and confirming position/duties.
- Meetings will be scheduled on a monthly basis if necessary through face to face or conference call or other methods of technology as appropriate and available.
- Minutes of all meetings will be taken, distributed and kept on file.
- All contracts and invoices will be issued from the PAVRO office and kept on file
- The members of the Conference Planning Committee will be recognized for their contribution to conference planning through payment of conference registration fees that would cover meals and shared accommodation full or at minimum a 50% reduction and if possible will attend one workshop of their choice. It is expected that attendance at planning meetings and travel/meal costs for same would be covered by their organization, since PAVRO is covering conference attendance costs. If this is a barrier to participation, a request for travel/meal support may be made to PAVRO through the Director of Membership to the Board.

#### **QUALIFICATIONS/SKILLS AND EXPERIENCE**

- Supportive of PAVRO's mission, vision and values
- Experience in general even/conference planning would be an asset
- Ability to see the big picture and also the details
- Strong organizational skills
- Team player
- Creative thoughtful perspective
- Embraces change and new ideas
- Understands the importance of relationships, respect for others, support to business/sponsors
- Work under pressure
- Able to meet deadlines

#### **ACCOUNTABILITY**

Committee reports directly to the Chair of Conference Committee

Approved: May 5, 2017