

ALBERTA MUNICIPAL TAXATION PROFESSIONALS ASSOCIATION

CONFERENCE COMMITTEE TERMS OF REFERENCE

PHILOSOPHY AND OBJECTIVES

The primary objective of the Annual Conference Organizing committee is to develop the theme, select the location and organize program content within the budget for the Annual Conference of the AMTPA.

COMMITTEE TERMS OF REFERENCE

1. The members of the Annual Conference Organizing Committee (hereinafter "Committee") are volunteers recruited through a volunteer call out to the membership.
2. The first meeting of the Committee will be scheduled by the AMTPA Board Secretary and at that time the Committee will choose a Committee Chair.
3. Minutes/summary of deliberations of the committee shall be maintained.
4. The committee's responsibilities shall include the following:
 - a. Deliberation and recommendation of a proposed program of events within the budget to the AMTPA Board;
 - b. Identification of a conference theme;
 - c. Identification of educational, social and networking activities and related presenters or facilitators where applicable;
 - d. Support as required for implementation of the program activities, including:
 - i. Delegate bag preparation/storage and securing SWAG/inserts;
 - ii. Acting as returning officer and scrutineer for AMTPA board elections;
 - iii. Recommending local talent if required (ie. For entertainment)
 - iv. Invitation to Mayor and other local dignitaries;
 - v. Guidance on local arrangements, service providers, or potential sponsors.

COMMITTEE MEMBERS

5. The Committee shall consist of a minimum of four and a maximum of ten volunteer members.
6. The Committee Chair shall be responsible to schedule the meetings, which shall be held bi-monthly at the least, during the term.

TERM OF OFFICE

7. The term of office is from October to September.

SELECTION OF MEMBERS

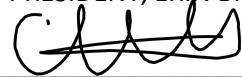
8. AMTPA will publicize the volunteer requirement for the Committee, and appointments will be made to ensure sufficient expertise and the minimum complement of volunteers are in place. Appointments are ratified by the Board.

TIME COMMITMENT

9. Committee members are expected to participate in monthly meetings to develop and finalize the program content recommendations. Reasonable time outside of these meetings may be required for research relating to program development.
10. Additional time will be required during the event to support the delivery of the programs and events.

APPROVED UNANIMOUSLY BY THE AMTPA BOARD OF DIRECTORS AT THE MEETING HELD ON
SEPTEMBER 15, 2021.

PRESIDENT, ERIN BRICKER



SECRETARY, CAROLINE SIVERSON