

TERMS OF REFERENCE

CONFERENCE STEERING COMMITTEE

Purpose:

The purpose of the Conference Steering Committee is to oversee all aspects of the planning, implementation, and evaluation of the Canadian Association of Occupational Therapists' (CAOT) conferences by facilitating safer spaces for the profession to have important conversations. The Conference Steering Committee will embed justice, equity, diversity, inclusion, and sustainability into all activities. The committee will assist with communication between the Conference Scientific and Clinical Program Committee and Conference Social Committee to monitor that tasks are completed on time and, as much as possible, within budget. Where a question arises as to accountability/responsibility for a particular task, the Conference Steering Committee will have the final decision.

Frequency of Meetings:

The Conference and Events Manager (CEM) shall schedule meetings monthly. Meetings may be increased in frequency as necessary to accomplish the Conference Steering Committee's responsibilities.

Reporting/Accountability:

The Conference Steering Committee will report to the Chief Executive Officer.

Composition of the Conference Steering Committee:

The Conference Steering Committee will be composed of:

Conference and Events Manager;
Chief Executive Officer;
CAOT Communications Team representatives;
CAOT Business Development Team representatives;
CAOT Practice Team representatives;
CAOT members and/or non members from equity deserving groups; and
Individuals who have received or receive occupational therapy services.

Roles:

The Conference Steering Committee shall:

1. oversee the coordination of plenary sessions;
2. plan the opening ceremonies;

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1. coordinate the activities of the Conference Scientific and Clinical Program Committee and Conference Social Committee; and
2. oversee social event planning.

Terms of Office:

One year for non-CAOT staff representatives with the possibility of renewing.