

## TERMS OF REFERENCE

### 2024 CONFERENCE WORKING GROUP

#### Mandate

The primary objective of the 2024 Speech-Language & Audiology Canada Conference Working Group (hereafter referred to as “Working Group”) and Sub-Working Groups is to work with Speech-Language & Audiology Canada (SAC) to develop the education program and all other events and activities associated with the 2024 national speech-language pathology conference. The mandate includes providing input for:

- presentation topics and invited speakers;
- contributed papers;
- social events;
- sponsorship;
- and other duties as required.

Please note: the working language of this working group is English.

#### Reporting Relationship

The Working Group and Sub-Working Groups report to the SAC Manager of Professional Development.

#### Nomination

All members of the Working Group and Sub-Working Groups are selected from a call for volunteers to members and associates of SAC. All members must be SAC members or associates during their term on the Working Group or Sub-Working Groups.

#### Membership of the Conference Working Group

The SAC Working Group shall be composed of the following:

- Chairs of each of the three (3) Conference Sub-Working Groups (i.e., program, contributed papers, and hospitality)
- SAC’s Manager of Professional Development who will be the staff liaison for the Working Group and all Sub-Working Groups

## **Membership of the Conference Sub-Working Groups**

The Conference Sub-Working Groups shall be comprised of the following:

1. **The Program Sub-Working Group** is comprised of:
  - A minimum of **seven members**:
    - One Chair
    - A minimum of six other members:
      - A minimum of three speech-language pathologists
      - A minimum of one communication health assistant
      - A minimum of one representative from the academic community
      - A minimum of one student enrolled in either a speech-language pathology program or an educational program for communication health assistants.
  - The SAC Director of Speech-Language Pathology and Communication Health Assistants (or representative) will be invited to participate in meetings as required.
  
2. **The Contributed Paper Sub-Working Group** is comprised of:
  - A minimum of **eight members**:
    - One Chair
    - A minimum of seven other members:
      - A minimum of two speech-language pathologists
      - A minimum of one representative from the academic community
      - A student enrolled in a speech-language pathology program or an educational program for communication health assistants is desired
  
3. **The Hospitality Sub-Working Group** is comprised of:
  - A minimum of **three members**:
    - One Chair
    - A minimum of two other members
  - The chair must reside in the host city (2024 Vancouver)
  - The other members must be current or past residents of the host city

Areas of practice and geographic representation will be considered in the selection of Working Groups.

### **Removal of Members**

Members of the Working Group may be removed if, in the opinion of the Manager of Professional Development, the member is unable to carry out their duties or otherwise for good cause. The Manager of Professional Development, may communicate the decision or may delegate such authority to the Sub-Working Group Chair. The member may also step down from their role voluntarily if they are no longer able to perform the duties as assigned. In this case, the Sub-Working Group Chair will have the option to replace the member with another member.

## **Term**

The Working and Sub-Working Groups' terms are as follows:

### Program Sub-Working Group

Chair term: February 2023 – May 2024

Group members' term: February 2023 – October 2023

### Contributed Papers Sub-Working Group

Chair term: February 2023 – May 2024

Group members' term: September 2023 – November 2023

### Hospitality Sub-Working Group

Chair term: February 2023 – May 2024

Group members' term: September 2023 – May 2024

## **Meetings**

The Working Group and all Sub-Working Groups shall meet as required by video-conferencing and communicate through email or any other method deemed appropriate by the working group.

The Working Group will meet approximately once per month during their term.

The Program Sub-Working Group will meet more frequently during their term, approximately two to three times per month until the invited speaker portion of the program has been set.

The Contributed Papers Sub-Working Group will meet approximately once per week during their term.

The Hospitality Sub-Working Group will meet approximately once per month during their term.

## **Compensation**

Sub-Working Group Chairs will receive complimentary registration to attend the 2024 conference in Vancouver, BC.

Sub-Working Groups Members will receive a 15% discount off the conference registration fee to attend the 2024 conference in Vancouver, BC.

## **Decision-making**

The Working Group is responsible for providing recommendations to the Manager of Professional Development. SAC is responsible for all decision-making and may delegate some decision-making to the Working Group and/or Sub-Working Groups as necessary.

**Agenda**

The Chairs of the Sub-Working Groups, in consultation with the Manager of Professional Development, shall prepare agendas in advance of meetings.

The Manager of Professional Development shall prepare the agenda in advance of the Working Group meetings.

**Notes**

Notes of meetings of the Working Group shall be prepared by SAC and circulated to the Working Group members.

Notes of meetings of the Sub-Working Groups (program, contributed papers and hospitality) shall be prepared within 3 days of the meeting by a member of each group and circulated to the members of that group as well as the Manager of Professional Development.