
Terms of Reference National Congress Committee

Purpose

To ensure the delivery of a successful annual College Congress in a location approved by the ACHSM Board.

Governance

The governing body is the ACHSM Board.

Duration

This Committee will be formed for each Congress no later than 16 months prior to the specific Congress.

Delegations

Are consistent with ACHSM delegations of authority.

Conflicts of Interest

All members of the committee must abide by the ACHSM Conflict of Interest (COI) Policy

Frequency of meetings

Meetings are to be scheduled on a monthly basis.

Quorum

A quorum must include at least 3 appointed members.

Committee Membership

Position	Appointed by
Chairperson	Branch Councillor Director for the Branch in which Congress will be held.
Member	CEO
Member	Congress Manager
Members	A minimum of 4 additional committee members as appointed by the Branch and / or the Board and approved by the Board.
Member	At least 1 member must be appointed with the appropriate experience to oversight the Abstract process for each Congress Academic program.
Ex Officio Member	National President

Schedule of Congress Committee specific accountabilities

- Identification of Congress theme(s)
- Plan the format of and entertainment for the Welcome Reception, Fellows Dinner and Congress Dinner for approval by the ACHSM Board
- Identify, contact and confirm sufficient sponsorship of the Congress including significant sponsors and exhibition sponsors
- Identification, contact of and confirmation of Keynote, International and Local Keynote Presenters to be finalized by no later than 8 months prior to the Congress
- Ensure timely undertaking of the “Call for Abstract” process and completion of concurrent program with all presenters to be confirmed and finalized by no later than 5 months prior to the Congress
- Identification, contact of and confirmation of any appropriate site visits by no later than 7 months prior to the Congress.
- Complete written review of Congress

Reporting

Meeting Minutes to be circulated to members of the Committee and confirmed by the Chair for tabling at the next available Board meeting.

Agendas

Where practicable the agenda, together with any reports or documents that relate to the agenda, should be forwarded to committee members no later than 2 days prior to the meeting to enable adequate time for consideration prior to meetings.

Minutes

Accurate minutes (or actions) will be kept of each meeting and circulated to committee members for ratification (within a week), and then formally confirmed at the next meeting of the committee. All verbal reports will be minuted. A congress planner administered by the Congress Manager is to be prepared and provided with the minutes to the Board.

Review

A report reviewing the performance of the Congress with any recommendations for continuous improvement should be prepared by the Committee Chair no later than 3 months after the conclusion of the Congress. This should include a full financial report.

What resources are needed to make this happen?

The secretariat of the committee will be the Congress Manager under the direction of the ACHSM CEO. Teleconference or videoconference facilities will be provided to support the conduct of meetings.