

# Terms of Reference



## ExpoFor Standing Host Committee (SHC)

(Date approved: March 26, 2007)

### 1.0 Preamble

Under the *Foresters Act*, the Association of BC Forest Professionals (ABCFP) is required to hold an Annual General Meeting (AGM) at least once each year. The AGM is a business meeting and normally held during an annual forestry conference (ExpoFor), which is a key ABCFP strategic initiative. Over the years, ExpoFor has evolved into one of the more important communication and professional development tools for the ABCFP. This conference draws over 400 participants from the ABCFP membership as well as from ABCFP related organizations.

The ABCFP is accountable for the content and delivery of the AGM and ExpoFor within the parameters established by Council through the ExpoFor Limitations Policy. Acting in accordance with this policy, the ABCFP delegates a range of organizational responsibilities to the SHC.

#### 1.1 Legal Requirements:

Section 6 of the *Foresters Act* states that an annual meeting of the association must be held at least once in each calendar year. ABCFP Bylaws 2 and 3 set out the rules for ABCFP meetings, including receiving and considering resolutions and the conduct of the business session.

### 2.0 Purpose

The SHC will:

- Develop an overall conference agenda (refer to ABCFP ExpoFor Policy);
- Assist staff in producing and implementing the annual ExpoFor budget;
- Create an annual conference theme and develop sub events (e.g. technical sessions) to complement the theme;
- Plan events that foster an ExpoFor environment that encourages and provides networking opportunities;
- Work with ABCFP committees, as required and when requested of them to accommodate and incorporate topical or strategically important issues and/or speakers into sessions;
- Create and market sponsorship opportunities that financially benefit ExpoFor while providing fair exposure for sponsors;
- Generate short course professional development sessions that will be topical, practical and timely, and identify person(s) to deliver short course materials;

- Form subcommittees, if required;
- Work with contract event and registration coordinators, if needed;
- Annually review registration fee structures and, if required, suggest fee increases and / or adjustments;
- Provide input on how to market ExpoFor and, in 2007, the new SHC model for organizing ExpoFor, and
- Annually review and archive the successes and challenges of ExpoFor, including delegate feedback, to implement improvements.

### 3.0 Composition, Appointments & Reporting

- The SHC shall not have less than 6 or more than twelve members;
- SHC members are appointed by, and serve at the pleasure of, the Chief Executive Officer (CEO);
- The CEO shall appoint one staff member on the SHC as a full participating member (usually the Manager of Professional Development and Member Relations);
- The SHC staff member shall act as chair;
- The CEO, acting on the advice of the SHC, can contract out event coordination and registration services, consistent with the ABCFP's Engagement of Contractors policy;
  - The contract event and/or registration coordinator shall take direction from the SHC Chair;
- If possible, each year, the SHC should have at least one member who is located in the community where ExpoFor is to be held in that year; and/or engage volunteers in the local ExpoFor community;
- To the extent it is practical; the make up of the SHC membership shall reflect geographic, employment and gender distribution of the ABCFP membership;
- It is preferred, but not required, that SHC membership be comprised of ABCFP members;
- SHC members, other than the ABCFP staff representative, shall serve a term of three years, renewable only once;
- In the interest of continuity, every effort shall be made to stagger the terms of SHC members; and
- The chair shall report decisions and actions contemplated to the CEO who will keep council informed or may, in turn, delegate the responsibility to report that information to council.

### 4.0 Meetings & Decision Making

- Meetings shall be called at the discretion of the chair or the CEO;
- Most meetings shall be held by conference call. However, at a minimum, the chair or CEO shall call a face to face meeting once a year;
- The quorum required to conduct SHC business shall be 50% of the SHC membership. If the SHC consists of an odd number, quorum shall be 50% of the SHC membership, rounded up (e.g. if there are 9 on the SHC, a quorum would be 5);
- Most decision making is expected to be consensual. If a consensus is unclear or in doubt, the chair may clarify the SHC's view by calling a vote in which a simple majority shall

prevail. Any decisions made shall be considered non binding advice to the CEO who is solely responsible to council for the management of the ABCFP's annual conference; and

- All of the SHC's activities shall be transparent to the CEO of the ABCFP.

## 5.0 Communications & Confidentiality

- Statements on behalf of the SHC, if any, will be made by the chair or the CEO;
- Other SHC members may not speak on behalf of the SHC unless specifically authorized to do so by the CEO; and
- Any statements made on behalf of the SHC must reflect the conclusions and decisions of the SHC as a whole, not those of individual members. This does not preclude efforts by SHC members to solicit and receive the views of members and others on issues before the SHC; and
- SHC members are expected to exercise discretion and not engage in external communication of sensitive or confidential matters unless explicitly authorized to do so by the CEO.

## 6.0 Budget

The SHC's budget shall provide for the cost of all necessary meeting expenses, including reasonable travel costs for face to face meetings, if any. The SHC must seek the approval of the CEO for any expenses over and above the budget provision.

## 7.0 ExpoFor Objectives

- Aim to achieve the annual sponsorship goal in the ExpoFor budget;
- Provide an opportunity for the membership to propose and/or indicate policy direction for the ABCFP;
- Provide a forum to engage members in discussion of relevant professional issues and advance the strategic objectives of the ABCFP;
- Be financially self supporting;
- Recognize new members (inductees) and other member categories, award winners and member achievements;
- Recognize and respect First Nations traditional territory and local government;
- Provide opportunities for stewardship advocacy;
- Provide opportunities for social interaction amongst delegates and participants;
- The agenda will appeal to a substantial proportion and representative cross section of the members;
- The technical program will include significant professional development content of value to delegates and participants;
- Build bridges between the profession of forestry and others, including but not limited to; industry/government managers & executives, students, academia and other professional/technical groups; and

- Take advantage of the AGM & ExpoFor to raise the profile of the ABCFP/profession with politicians, the media, community leaders, special interest groups and the public at large.

A detailed list of duties, functions and responsibilities for the various SHC positions is provided in Appendix A.

# Appendix A

## Duties, Functions & Responsibilities

### ExpoFor SHC Chair

- Work with the ABCFP ExpoFor SHC to ensure that all decisions are made in the best interest of the ABCFP and the conference;
- Ensure that the appropriate people, SHC members and sub committee chairs are selected and involved in the planning and organizing of the conference;
- Encourage those that show an interest and natural ability to assume a SHC role, to do so;
- Ensure technical aspects of the conference are coordinated to complement the selected conference theme while accommodating other ABCFP communication initiatives;
- Ensure technical session subject matter is topical and relevant;
- Oversee the development and implementation of short courses, if any;
- Provide leadership to the SHC;
- Chairs meetings, calls meetings and prepares meeting agendas and takes and distributes minutes;
- Coordinate sub committee chairs and staff to ensure milestones, deliverables and deadlines related to the delivery and marketing of the conference are met in a timely manner;
- Work with a fundraising volunteer to identify and initially contact potential event sponsors;
- Work with an event and registration coordinator, if contracted, to help fulfill SHC chair duties and ExpoFor objectives;
- Coordinate ExpoFor volunteer duties (e.g. fundraising) with assistance from staff and the contract event coordinator; and
- Ensure ExpoFor activities are delivered as designed.

### ExpoFor Technical Program Director

- Organize technical program moderators for the conference;
- Provide to ABCFP staff written information and descriptions of technical sessions, for inclusion in the promotional brochure, website and other marketing materials, within the timelines defined by ABCFP staff;
- Work with an event and registration coordinator, if contracted, to help fulfill technical program director duties;
- Attend ExpoFor with paid expenses if the technical program director has significant duties at the conference;
- Evaluate each technical session and provide recommendations for technical programs at future conferences;
- Act as single contact for all speakers to make sure all speakers receive appropriate information; and

- Coordinate speaker reception at ExpoFor and make sure their needs are met.

## SHC Members

- Identify conference locations and venues;
- Assist with coordinating the recruitment of ExpoFor volunteers;
- Identify a theme for each conference;
- Identify session topics/short courses/sessions consistent with the theme;
- Identify session speakers and moderators/instructors;
- Work with event and registration coordinators, if contracted, to help fulfill SHC member duties;
- Market ExpoFor sponsorship opportunities;
- Attend ExpoFor with paid expenses if the SHC member has significant duties at the conference; and
- Provide any other support or advice as needed.

## Staff Support

- Secretariat;
- Budget development;
- Time line development;
- Website;
- Facilities/hotel research, liaison and booking;
- A/V Liaison;
- Liaison with SHC members;
- Registration;
- Liaison with technical program speakers, tradeshow exhibitors and ExpoFor sponsors;
- Publications, media events and promotions;
- Detailed agenda;
- Determination of duties for contract event and registration coordinators;
- Contract administration;
- Contact for contract event and registration coordinators, and
- Various ExpoFor related duties as required.