



Disaster Recovery Institute Canada

Canada is resilient nation enabled by recognized certified professionals to support organizational and societal resilience.

Issue Date:	April 2024	Replaces:	new
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Terms of Reference: Symposium Planning Committee

Reviewed:

Reference documents:

Terms of Reference

1.0 **Committee Name:** The committee will be known as the DRI Canada Symposium Planning Committee (SPC).

2.0 **Purpose of Committee:** The purpose of the SPC is to follow the Board of Director’s strategic direction for DRI Canada’s symposium. The Committee will seek to ensure that DRI Canada develops a high quality programs that meets the professional development needs of DRI Canada’s certified professionals.

The Committee will review proposal submissions for the program and develop a program based on the approved submissions.

3.0 **Functions of the Committee:** Each committee member, and the board of directors, will have functions and duties, individually or jointly, as they participate on the committee. These will be:

- Speaker selection
- Gift selection
- Identification of potential sponsors and exhibitors
- Assistance in communicating and promoting the symposium
- Session moderators
- Evaluation of the symposium to identify opportunities for improvement
- Regular attendance and participation at all meetings/teleconferences
- Adheres to the approved budget

4.0 **Composition of the Committee:** The Symposium Planning Committee will consist of six to eight (6-8) certified professionals.

Committee members will be DRI Canada certified professionals who have a wide and diverse experience and contacts within the business continuity / disaster receiver / IT profession.

Staff support: Executive Director and Director of Conferences and Events.



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5.0 **Terms:** The term of the Symposium Planning Committee members will be until the two months after the symposium is completed. Committee members can express interest to stay on the committee for a period of up to two consecutive years.

A call for volunteers to join the Committee shall take place each June seeking up to new members. Committee members who have completed a term may volunteer to continue on with the committee for two additional terms.

New members will be selected by the President on recommendation by the staff and Board of Directors.

6.0 **Meetings:** Symposium Planning Committee will meet by videoconference once a month. Notes of the meeting will be generated by a notetaking app and saved in the committee project area on the website. All significant decisions made by the committee meetings will be recorded and retained.

The simple majority of the members of the committee will constitute a quorum.

Additional meetings will be scheduled as needed.

Any committee member who misses three consecutive meetings without written notice shall no longer be part of the committee.

If a committee member is unable to complete a term of office, the Chair, in consultation with the Executive Director will choose another committee member.

7.0 **Documentation:** A central repository has been created on the DRIC website for all AoE documentation. All members of the Awards Committee will have access to this projects/committees area, and are expected to upload and maintain documentation they are responsible for.

8.0 **Time commitment:** 2-5 hours per month, 1-2 committee meetings per month

9.0 **Review:** The Terms of Reference will be reviewed annually and updated as required.



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10.0 **Additional Information:** Complimentary registration to the symposium included (expenses and travel the responsibility of the volunteer)