



## **Association of Family Health Teams of Ontario Conference Planning Committee Terms of Reference**

### **Accountability:**

The AFHTO Conference Planning Committee is a volunteer committee of AFHTO and reports to the Manager, Membership and Communications.

### **Mandate:**

The Conference Planning Committee supports the Manager, Membership and Communications, who is responsible for organizing and facilitating the annual AFHTO conference.

### **Strategic Plan Relevance:**

AFHTO enhances membership involvement and facilitates professional development.

### **Membership:**

All members of the conference planning committee will be employed by or affiliated with member teams of AFHTO in good standing.

Membership shall be by application and lasts from January to the conference date. Interested members must reapply for each conference.

### **Responsibilities:**

Conference Planning Committee members are accountable for attending teleconference meetings/Zoom sessions as required. Failure to participate in 3 of the 4 meetings mentioned below and to respond to at least 50% of ad hoc requests may result in removal from the committee at the discretion of AFHTO staff.

Members of the committee are expected to:

- Attend two theme and format planning sessions in January 2022
- Participate in concurrent session and poster working groups, including attend the meeting to select sessions and posters
- Participate in Bright Lights review committee, including attend the meeting to select recipients
- Respond to ad hoc requests for input from the Manager, Membership and Communications.

**Benefits:**

Non-board member conference planning committee members shall receive full complimentary conference registration admission in exchange for their service on the committee.

**Meetings:**

- The meetings occur via teleconference or Zoom.
- A majority of conference committee members constitutes a quorum (50% +1)