

TERMS OF REFERENCE

Conference Committee

1. Purpose and Scope:

To plan and implement all aspects of the current year's Annual Scientific and provide preliminary planning for the next year's conference.

2. Key Functions:

- 2.1 To choose the location of future Annual Scientific meetings based on promoting CSAM as a national organization.
- 2.2 To select and promote a conference theme that is relevant to national addictions issues.
- 2.3 To identify, solicit and select speakers that can support and promote the conference theme and that are regionally and nationally recognized.
- 2.4 To provide a forum for national and international investigators to present original research.
- 2.5 To provide a forum for addiction medicine professionals to share information, problem solve, investigate and evaluate research, clinical practices, addictions policy and service provision.
- 2.6 Other key functions??

3. Organization:

- 3.1 Standing Membership:
Membership will be made of the current and past president and a minimum three board members, one of who will act as chair.
- 3.2 Reporting and Accountability:
The Conference committee will report to the Executive on a quarterly basis and to the Membership at the Annual General Meeting
- 3.3 Meetings:
Phone conferences will be held at a minimum of every sixty days or sooner as need dictates.
- 3.4 Chair:
The Conference Committee will be chaired by a board member that has at least one-year experience sitting on the committee and will rotate yearly. The committee chair will be chosen at the Annual General Meeting.