CSAM SMCA
Canadian Society of Addiction Medicine
La société médicale canadienne sur l'addiction

TERMS OF REFERENCE

Conference Committee

1. **Purpose and Scope:**

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

2. **Key Functions:**

2.1 To choose the location of future annual conference
2.2 To select and promote a conference theme that is relevant to national issues in addiction medicine.
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 educating health professionals, promote and disseminate best practice, convene tables of dialogue, and to build consensus advocating for meaningful change

3. **Organization**:

3.1 Standing Membership:
Membership will be made of the current and past president and a minimum three board members, one or more of whom 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:
Virtual meetings will be held at a minimum of every sixty days
3.4 Chair:
The Conference Committee will be chaired by a board member who has experience sitting on the committee. The committee chair will be chosen at the Annual General Meeting.
3.5 Virtual conference committee meetings will be recorded to ensure accuracy of minutes and be made available to committee members who cannot attend individual meetings. Recordings will be deleted once minutes are approved, generally following the next meeting.
3.6 Conference committee members will be awarded a 50% discount on annual conference committee registration. Conference chair(s) will have registration fees waived and have travel expenses covered by CSAM-SMCA.