Conference Planning Committee (CPC)
Terms of Reference

Approved: CRKN Board of Directors, 2020-01-23

Last revised: CRKN Board of Directors, 2025-06-25

Purpose:

Reporting to the CRKN Board of Directors, the Conference Planning Committee (CPC) will provide recommendations in developing, planning, and implementing the CRKN Virtual Conference. The CPC will ensure that the programming of the CRKN Virtual Conference represents the interests and needs of CRKN members and stakeholders, and champions diverse participation and representation. The CPC is also responsible for reviewing the CRKN conference Code of Conduct to ensure it meets current standards, and along with representatives from the CRKN Board and staff, committee members will act as the CRKN conference Code of Conduct committee.

Terms of Reference:

The CPC is established by and reports to the CRKN Board of Directors pursuant to section 12 of the Corporation's By-laws. Additionally, the CPC will provide updates to the Content Strategy Committee and Preservation and Access Committee as needed.

The CPC is responsible for:

- Developing and refining a conference theme which is in line with the CRKN mission and mandate
- Soliciting a call for proposals for the program
- Reviewing and recommending the criteria for evaluation of the proposals to the Board
- Selecting proposals based on the Board approved criteria
- Developing a conference program which is in line with the theme and represents the full scope of CRKN's programs
- Working with CRKN staff to determine invited speakers and keynotes
- Reviewing and updating the CRKN conference Code of Conduct
- Implementing the CRKN conference Code of Conduct reporting process

The Conference Planning Committee is not responsible for logistical or event planning tasks such as the selection of the venue, conference/workshop registration, or planning social events associated with the conference (such as the opening reception).

Membership:

- One (1) Librarian or equivalent appointed representing the Content Strategy Committee
- One (1) Librarian or equivalent appointed representing the Preservation and Access Committee
- Up to four (4) members who collectively represent the library community with experience in conference planning and programming, across CRKN's programs
- Up to one (1) member from the Canadian library student community, currently enrolled in a Master of Library and Information Sciences degree or equivalent
- CRKN Senior Manager, Strategy and Engagement
- CRKN Manager, Administrative and Corporate Services

A CRKN staff member shall be appointed to provide support to the CPC. In consultation with the Chair, other CRKN staff may be called upon to participate in meetings as resource personnel.

Appointment Process:

The Board of Directors will appoint the members of the CPC. Members may be appointed for a term of two years and may be re-appointed for one additional year at the discretion of the Board.

The CPC will appoint the Chair from among their members.

Meetings:

Up to five virtual meetings will be held between December of the previous year and the CRKN Virtual Conference, with one debrief meeting to be held following the virtual conference.

Meetings may be held at any time provided written notice has been given to each committee member at least seven days, exclusive of the day on which notice is given, before the meeting is to take place. Notice of meetings may be waived by unanimous written consent of the CPC members.

Quorum for meetings is a majority of (non-CRKN staff) CPC members.

Additional deliberations may be conducted via email between meetings as required.

In order to maintain the balance of representation and to ensure continuity and effectiveness of the CPC, substitution of representatives at meetings is not permitted.

Lines of Accountability and Communication:

The CPC is primarily accountable to the Board of Directors and will also make reports to standing committees as necessary. Reports on the group's activities will be delivered to the Board along with written recommendations for their consideration as required.

The CPC will take a consultative approach to its work, engaging members and stakeholders as appropriate.

Financial and Administrative Policies:

Service on the CPC is non-remunerative. Members of the CPC will, however, have fees waived to attend the Virtual Conference.

Members of the CPC will comply with Board-approved conflict of interest guidelines and procedures.