

# TESL ONTARIO

## CONFERENCE COMMITTEE – TERMS OF REFERENCE

### MANDATE

- To plan and organize a multi-day, multi-faceted educational conference experience for individuals involved in the English Language training and adult ESL fields in Ontario.
- To represent the education and training needs of the TESL community in the design and development of TESL Ontario's annual conference.

### REPORTING RELATIONSHIP

The Chair is appointed by the Executive Director and reports to the Executive Director.

### COMMITTEE MEMBERSHIP

The members of this Committee are recruited from the general membership and may include office staff and a contracted conference manager.

It is suggested that a Conference Committee member will assume the role of Vice-Chair during the three-year period of term of office of the Conference Chair. It is expected that the Vice-Chair will subsequently serve as Conference Chair. It is the Conference Chair's responsibility to identify, appoint and train an appropriate person on the Conference Committee to carry out the role of Vice-Chair.

Each committee member will assume a lead role focussing on a particular conference element.

### CHAIRPERSON

The role of the Chair is carried out with assistance from the vice-chair. The role is as follows:

- Chair conference committee meetings
- Manage conference committee volunteers and perform regular check-ins with sub-teams.
- Liaise and coordinate with TESL Ontario staff and conference manager on all key areas of conference management including:
  - Selection of conference format and/or site
  - Formation of conference budget
  - Preparation of call for papers



- Coordination of session proposal reviewers
- Coordinating with committee sub teams on the planning and development of key conference elements such as (Career Connections, TechKnow sessions, research sessions, Exhibitors etc.)
- Review annual conference evaluation reports and compile recommendations for subsequent conferences based on attendee feedback.
- Compose a detailed “Conference Report” by January of each year. This will also contain the results of the conference evaluations and will be forwarded to our funders at that time.
- Provide an annual written report of conference committee activities for the AGM. The report shall summarize the events and decisions of the past year, indicate plans for the term ahead and an action plan for its achievement.

### **TERM**

3 years from AGM to AGM, and may be reappointed for a further 3-year term.

### **MEETINGS**

Frequency of meetings to be determined by the Chair. Meetings may be face-to-face or virtual.

### **AGENDA**

The Chair shall develop and distribute an agenda in advance of each meeting.

### **MINUTES**

Minutes will be taken at committee meetings and circulated to all committee members. A copy shall be kept on file at the TESL Ontario office.

Last updated: July 13, 2021

