

ARMA Conference Working Group

TERMS OF REFERENCE

July 2023

Conference Working Group has been established by the Professional Development Committee to facilitate the development of a high quality, innovative and topical programme for ARMA's Annual Conference. The group will report progress and outcomes to the Professional Development Committee, at the intervals specified below.

Scope

The objective of this working group is to support the Director of Conference and Head of Membership Engagement in annual conference planning. Primarily, this will include programme development, identification of speakers, the abstract submission process, contributing to the social programme and being part of a successful conference delivery team, including chairing sessions.

To achieve this, the group will:

- Conduct research to determine theme, topics and content for the conference programme
- Assume responsibility for the identification of speakers able to address the needs of the ARMA community, making the initial contact and securing involvement
- Oversee the abstract management process, including submission, review, selection and making contact to ensure quality
- Provide ideas for, and contribute to the delivery of, the social programme
- Provide guidance on the selection and suitability of prospective sponsors and exhibitors, to ensure reputational fit with the Association's culture and aims
- Be present for the duration of conference, assisting where required
- From the outset, champion and promote conference at every opportunity

Authority

The Professional Development Committee will agree with the Director of Conference the conference objectives, the composition of the Conference Working Group needed to deliver this, and the level of associated delegated authority.

Membership

To support these activities, membership of the group will consist of:

- ARMA Director/ Director of Conference Planning, who shall have the role of Chair
- A representative of the Professional Development Committee
- At least one SIG Champion
- 4-5 ARMA members
- Head of Membership Engagement, ARMA Executive Office

Members will be appointed on a 3-year basis (with an option for a second term), following an open call to ARMA members and an evaluation of the areas of expertise required. Appointments will be phased to ensure a balance between continuity and change in membership.

The group will work closely with the ARMA Executive Office. Additional expert assistance will be commissioned as required.

Meeting arrangements

The group will meet 4 times per year, approximately one week prior to the Professional Development Committee and one month in advance of ARMA Board, so recommendations can be discussed and developed in good time. There may also be additional meetings organised on an ad-hoc basis. Initially, meetings will be virtual, but this may change in time. Members are expected to be available to attend these meetings.

Reporting

The Group will report to the Professional Development Committee formally each quarter and to the ARMA Board via the Director of Conference.

Budget

The Conference Working Group will assist the ARMA Executive Office to develop an appropriate conference budget for consideration and endorsement by the Professional Development Committee, and approval by the Board. This budget will incorporate funds to cover travel, accommodation and subsistence for relevant Working Group meetings, and complimentary registration and accommodation at the Conference itself.