

GENERAL SERVICE ASSOCIATION OF ABA
Terms of Reference
RETREAT & CONFERENCE COMMITTEE

PURPOSE:

- To schedule, plan, and organize all ABA Retreats in the Edmonton region.
- To schedule, plan, and organize all ABA International Conferences in support of the growth in unity of the ABA Fellowship.

MEMBERSHIP: Committee membership will include at least one member of the Board of Directors, a Chair appointed by the Board, and other members as determined by the Chair.

OPERATION: Meetings will be held at the call of the Chair. Minutes will be kept and will be available for Board review. Decisions will be made by consensus, and if consensus cannot be reached on a given issue, it will be brought to the Board. All major issues, particularly those involving financial decisions, will be brought to the Board for discussion and decision. The Chair or her/his designate will report verbally to the Board at every meeting. The Chair will prepare a written report for the Annual General Meeting.

DUTIES: This Committee will carry out the following activities:

1. Plan and schedule all Retreats in the Edmonton region and all International Conferences
2. Prepare a budget for each event for Board review prior to making any financial commitments
3. Book the facilities for all such events, decide on their format, prepare and distribute registration forms, and arrange for all speakers and facilitators as required
4. Make all other logistical arrangements for such events e.g. advertising, catering
5. Set and collect registration fees and arrange for payment of all expenses
6. Arrange for meeting the needs of out-of-town registrants e.g. welcoming, transportation, accommodation as required
7. Perform ongoing evaluation of the success of such events in fostering the growth of ABA.

REMUNERATION: Committee members receive no remuneration for their work, but will be reimbursed by the Treasurer for all reasonable, pre-approved out-of-pocket expenses incurred in carrying out their duties.

Date approved by Board: 27 June 2007
Reviewed:
Revised: