



Council of Canadian Administrative Tribunals
Conseil des tribunaux administratifs canadiens

CCAT Annual Symposium Program Committee

Terms of Reference

Purpose: The purpose of the Program Committee is to assist in the development of the CCAT Annual Symposium educational and social program and in the development of session(s), speaker recruitment and liaison.

Governance: The Program Committee is responsible for developing the program content and drafting the budget for approval by the Executive Committee. The Executive Committee is responsible for decisions related to site selection and contractual arrangements with the Symposium venue and for financial oversight.

Symposium Co-chairs: The Symposium Co-chairs are selected by the Executive Committee and are responsible for setting the overall direction of the Symposium. The CCAT Chair will participate as a Co-chair and act as liaison between the Program and Executive Committees. At least one of the Co-chairs should be representative of the geographic region where the Symposium is being held, have good contacts and networks, willing to work an average of 3 hours a week to oversee and provide guidance to planning committee, be representative of both official languages, and have an interest in and passion for planning and conceiving new ideas and formats for conference sessions. Co-chairs must also commit to responding to communications and questions in a timely fashion.

Committee Members: An invitation will be sent to existing Committee members followed by a general call to CCAT members to form the Annual Symposium Program Committee. The composition of the committee shall consist of a good mix of administrative law practitioners from various jurisdictions (e.g., municipal, provincial and federal tribunals).

Conference Coordinator: CCAT retains the services of a professional association management firm who will act as Conference Coordinator. Their role with the committee is to solidify speaker arrangements, coordinate promotion of the event, co-ordinate hotel and travel arrangements (for in-person events), document meeting notes and action items for follow-up, sponsorship coordination & fulfillment.

Volunteer Expectations: CCAT relies heavily on volunteer participation for development of leading-edge programming due to limited human and financial resources. Committee volunteers are expected to attend monthly planning meetings (September to April) lasting approximately two hours in the early months and one hour closer to the event. Members are further expected to provide session and

speaker ideas, lead at least one session (draft session description, make initial contact with speakers, convene at least one meeting with speaker or panelists), and provide suggestions re sponsorship in line with CCAT's sponsorship policy and respect timelines for delivery of action items. Members are expected to have strong networks or the ability to foster networks.

Committee volunteer participation will be reviewed if a member is absent from three (3) monthly Committee meetings during the planning period. Members are required to advise the conference coordinator in advance if they are unable to attend a meeting.

CCAT will recognize members by identifying them on name tags (in-person), on CCAT's website, in conference mobile app or virtual platform, and mention at opening ceremony of conference.

CCAT is not able to provide any remuneration to volunteers due to limited resources in the form of reduced conference registrations, travel & hotel costs. It is anticipated that participation on the committee will provide an opportunity to give back to the administrative law community, build skills and an expanded network.

CCAT will also, upon request, send a letter of appreciation to the volunteer in recognition of their contribution.