



CANADIAN ANESTHESIOLOGISTS' SOCIETY
SOCIÉTÉ CANADIENNE DES ANESTHÉSIOLOGISTES

SCIENCE • VIGILANCE • COMPASSION

LOCAL ARRANGEMENTS SUB-COMMITTEE
(MAIN COMMITTEE IS ANNUAL MEETING COMMITTEE)

TERMS OF REFERENCE

General Guidelines

1. All Committee Chairs and members shall be appointed by the President on behalf of the Board of Directors and shall report to the Board of Directors.
Members of Committees shall be appointed after consultation with the respective Committee Chairs and the officers of the Society.
 - 1.1. All Committee Chairs may appoint non-members of the Society to sit on Committees as required, with approval from the Board.
2.
 - 2.1. Appointments shall normally be for a 3-year term, subject to annual review. Members may be asked to serve additional 1-year terms.
 - 2.2. The past Chair may serve 1 further year, if required.
 - 2.3. The bilingual nature of the Society should be reflected in Committee membership.
 - 2.4. Committee members should represent the four regions of Canada: Western, Ontario, Quebec and Atlantic, unless otherwise specified.
 - 2.5. Resident members shall be appointed to each Committee by the President when appropriate.
3. The Director of the Head Office or delegate shall serve on Committees as a staff resource.
4. Committee Chairs shall prepare regular short reports highlighting the activities of their committees. These reports shall be submitted to the Board as required and at least once per year. In addition, committee minutes shall be prepared immediately following committee meetings and these will also be forwarded to the Board. The Chair or other members of the Committee may be requested to attend meetings of the Board to present reports in person. Allowances for such attendance shall be paid as outlined in Reimbursement Policy approved by CAS Board October 2007.
5. The Chair of each Committee shall submit a budget to the Treasurer, for Board approval, before any expenditure may be authorized.
6. It is recognized that the functions of the Standing Committees will change from time to time. These guidelines indicate the basic Committee duties. Committees, except where restricted by By-law, are encouraged, with Board approval, to expand their activities and to accept new responsibilities.

· Rules and Regulations for New CAS Standing Committees (Section B) - approved by CAS Board June 1999;

· Subsequent revisions by CAS Executive - approved by CAS Board January 2000;

· Rules and Regulations supporting new CAS committee structure approved by members at June 2000 ABM;

· Rules and Regulations supporting Committee Structure to be part of all committee Terms of Reference approved by CAS Board June 2009.

Local Arrangements Subcommittee

1. A Local Arrangements Subcommittee will be formed for each Annual Meeting.
 - 2.1 A Chair for the Local Arrangements Subcommittee shall be appointed by the CAS President two years prior to the date of the meeting. The Divisional Representative for the province shall present the Board with potential candidates at the June Board of Directors meeting two years in advance of the meeting being held in that province.
 - 2.2 The Chair of the Local Arrangements Subcommittee should choose the other members of the Local Arrangements Subcommittee in consultation with the Executive Director. Close liaison must be maintained with the Society central office



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so that the various functions and activities are organized, including:

- a) President's Dinner;
 - b) Other ticketed social events (e.g. Wine & Cheese Pairing);
 - c) Fun Run;
 - d) Glottis Cup Competition
 - e) On-site liaison
3. The Local Arrangements Subcommittee shall report regularly to the Annual Meeting Committee. The Chair of the Local Arrangements Subcommittee shall attend meetings of the Committee during the year preceding the Annual Meeting.

Staff liaison: