Conference Steering Committee

Terms of Reference

1. Status

The Conference Steering Committee is a sub-committee of the EEUK Board of Directors to which it reports and is accountable.

2. Purpose

The principle aims of the Committee are to:

a. Support the Conference Director to design, develop and deliver a successful annual conference.
b. Ensure that the Committee's activities support the strategic and operational objectives of EEUK.

3. Key Responsibilities

In support of its purpose the Committee will:

a. Work closely and collaboratively with the Conference Director, host institutions and other EEUK Operations Team members.
b. Assist with the generation, review and selection of successful applications to host the conference from member institutions.
c. Recommend the overall conference and track theme/s to the Board
d. Advise on the event format and delivery mechanisms.
e. Generate, review and select successful conference contributions, in response to the call.
f. Report progress regularly to the Board.
g. Request Board and/or officer approval in relation to aspects of conference outside of Committee scope (e.g. finance approval).
h. Ensure adequate and appropriate marketing is planned and executed.
i. Provide such support to EEUK team members in relation to IEEC as is deemed appropriate by the Committee.

4. Constitution

a. The Chair of the Committee will normally be the EEUK President Elect or Past President.
b. Other appointments will be based on nominations from the Conference Host and EEUK Board, including members of the Executive Committee.
c. The Vice Chair of the Committee will be elected from and by the membership of the Committee.
d. The Secretary of the Committee will be elected from and by the membership of the Committee.

e. Any member of the Committee submitting an application to host the Conference, must stand down from the Committee until the application has been reviewed by the Committee and outcomes confirmed by the Board.

5. Membership

The membership of the committee shall comprise:

a. The EEUK President Elect or Past President (Chair)
b. Three EEUK Directors elected by the Board, who may also be members of the Executive Committee and will serve for one year and may be re-elected.
c. Up to three other ordinary members who shall be EEUK Associates nominated by the Conference Host. Ordinary members will serve for one year.
d. The Conference Director and Head of Administration and e-Communications will attend but not vote.

6. List of Groups and Working Parties that report to the Committee

Short-term working parties formed around specific tasks, topics or campaigns of the Committee.

7. Approval and Review

These Terms of Reference shall be approved annually by the Board of Directors.