

Terms of Reference

Conference Committee (CC)

Report to: DPMG Executive

Purposes:

1. To plan and produce the annual DPMG Conference for DPMG members.
2. To create a conference program that challenges and strengthens the hard and soft skills of DPMG members, and generates excitement and pride for work at Dalhousie.

Membership:

Six committee members for a one-year term (open to extension). Members should be representative across units, positions and campuses of Dalhousie University.

The Chair shall be chosen by the committee members, for a one-year period.

Specific Responsibilities & Deliverables

- Plan, promote and execute the annual DPMG conference, subject to DPMG Executive final approval.
- Ensure accessibility and availability of conference session topics to membership.
- Seek feedback from members regarding themes and programming.
- Coordinate with the DPMG PPD Committee and DPMG Executive to ensure there is cohesion between the conference and existing PPD opportunities for DPMG members, and that conference themes and programming fit within the university's strategic direction.
- Collect and leverage attendee feedback.