

CONFERENCE & EVENTS COMMITTEE

Terms of Reference



1. Purpose

The EMDR Association of Australia (EMDRAA) promotes best practices in EMDR therapy knowledge to its members and other EMDR therapists, increasing our capacity to heal the community.

The purpose of the Conference and Events Committee is to

- 1.1 Support the planning and delivery of the EMDRAA Annual Conference.
- 1.2 Provide input into the social program of the Conference.
- 1.3 Support the development of a diverse range of education offerings for EMDRAA's membership.

2. Objectives

The Conference and Events Committee advises the Chief Executive Officer (CEO) and the EMDRAA Board on initiatives that support the organisation's efforts to deliver high-quality education, training, and engagement to members and the community.

3. Duties and Responsibilities

The Conference and Events Committee will have the delegated power listed in this document and make recommendations to the CEO and the EMDRAA Board regarding the abovementioned purpose and objectives.

4. Powers

The Conference and Events Committee has delegated authority to:

- 4.1 In conjunction with the Scientific Committee, establish the annual Conference theme.
- 4.2 Prepare recommendations for the keynote speaker(s) for the annual conference in conjunction with the Scientific Committee.
- 4.3 Make initial contact with potential Conference speakers on behalf of EMDRAA.
- 4.4 Guide a conference program aligned with the approved theme and subthemes.
- 4.5 Recommend and source sponsor partnerships.
- 4.6 Advise on social engagements and the Conference dinner within the approved budget.
- 4.7 Contribute to the development of an annual webinar program.
- 4.8 Source and approach webinar presenters.
- 4.9 Develop other education events for members.

5. Composition

- 5.1 Membership of the Conference and Events Committee will include up to 12 members from across the membership.
- 5.2 Membership will consist of a diverse group of members, with the aim of:
 - 5.2.1 at least three (3) Accredited Consultants
 - 5.2.2 at least three (3) Accredited Practitioners
- 5.3 Membership will aim to include a diverse representation of professional skills and knowledge.
- 5.4 The committee may appoint co-opted members for short periods of time as required for their skills or knowledge.
 - 5.4.1 Co-opted members will not have voting rights.

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- 5.5 The Marketing and Events Coordinator will provide secretariat support and input to this Committee.
- 5.6 The CEO or the Board may appoint independent members.
- 5.7 The CEO may be in attendance.

6. Method of Appointment

- 6.1 The Conference and Events Committee shall be formed through expressions of interest from the membership, advertised in the EMDRAA Essentials newsletter or other communication methods, and approved by the CEO or Board.
- 6.2 The Chair and Deputy Chair shall be appointed by election of the Committee and with approval from the CEO or Board.

7. Tenure

Appointment to the Conference and Events Committee is ideally for a minimum of one (1) year; with a maximum appointment of three (3) years, unless approved by the CEO.

8. Meetings

- 8.1 Meetings of the Committee will align with the powers delegated to them.
- 8.2 Members are expected to:
 - 8.2.1 attend committee meetings and actively participate in discussions.
 - 8.2.2 read agenda papers and minutes of meetings.
 - 8.2.3 keep matters relevant to the Terms of Reference.
 - 8.2.4 maintain confidentiality on matters.
 - 8.2.5 dedicate time to the committee-related activities.
- 8.3 Members of the committee must:
 - 8.3.1 comply with all EMDRAA codes, policies, and other requirements, including declarations of interest, confidentiality, and privacy.
 - 8.3.2 will not represent, submit, or promise anything on behalf of EMDRAA or take any action that obligates EMDRAA without written permission from the Board or the CEO.
 - 8.3.3 will not enter into contracts, agreements, or incur expenses or liabilities on behalf of EMDRAA, except by delegated authorities as determined by the Board or with the prior written authorisation of the Board or the CEO.

9. Quorum

A quorum is the voting majority of the Conference and Events Committee, with a deciding vote by the Chair if required.

10. Accountability and Reporting

The Conference and Events Committee will report to the CEO.

11. Associated Documents

EMDRAA Code of Conduct

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