

Terms of Reference

NAME: This Committee shall be called the energy3 Conference Committee.

STATUS: The energy3 Conference Committee is a Standing Committee of the Board of Directors. The energy3 Conference Committee makes any recommendations directly to the Board of Directors.

MANDATE: The purpose of the energy3 Conference Committee is to assist in the overall planning and implementation of the annual energy3 Conference. It works with the Board of Directors and staff to ensure that the energy3 Conference is successful both in financial and quality terms. The committee will be tasked with assisting in the three categories of:

- Sponsorship and Ticket Sales;
- Program content and planning, and;
- Logistics and Communications.

The energy3 Conference Committee will play a key role in determining how the Association will move forward to potentially amalgamate the energy3 Conference under the ownership of three organizations: Marine Renewables Canada, Offshore Energy Research Association and The Maritimes Energy Association.

MEMBERSHIP: The energy3 Conference Committee shall consist of:

- Chair of the Committee (who must be a member of the Board of Directors);
- Up to three other members of the Board of Directors, and;
- Up to two other members of the Association, in good standing.

RESOURCES: Events and Communications Coordinator & Member Relations Coordinator

MEETINGS: The Committee shall meet at least four times a year.

QUORUM: Fifty per cent plus one shall constitute a quorum.

FUNCTIONS:

1. To oversee the energy3 Conference and to identify key issues of interest to the Board;
2. To provide direction and recommend strategic direction to the Board of Directors and staff;
3. Assist with the development of sponsor value packages;
4. Assist with developing lists of potential speakers; sponsors and delegates at events;
5. Approach potential speakers, sponsors and delegates to obtain their support, and;
6. Provide support to staff on specific tasks and issues.

REPORTING: The Committee shall report to the Board of Directors.

Reviewed by the Board of Directors: 13 June 2019

Approved by the Board of Directors: 13 June 2019