



# TERMS OF REFERENCE

## Symposium Organising Committee

**Approved:** To be approved at the December 2021 Board Meeting

**Next review:** February 2023

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The Institute of Foresters of Australia is registered nationally as a Not-For-Proft Company Limited by Guarantee (ABN 48 083 197 586) operating under a Constitution.

The purpose of the Terms of Reference is to define the Symposium Organising Committee's purpose, roles and responsibilities.

### 1. Purpose

The role of the Symposium Organising Committee is to build on the success of pervious conferences hosted by The Institute of Foresters of Australia trading as Forestry Australia and Australian Forestry Growers by organising a symposium on behalf of members that meets member's needs, raises Forestry Australia's profile and achieves its financial, delegate satisfaction and delegate attendance objectives.

#### What is the Forestry Australia Symposium?

The Forestry Australia's 2022 Symposium will be held in Albury, NSW from Wednesday 19 to Friday 21 October. The 2022 Symposium is a three-day gathering, consisting of two days of plenary sessions and a field trip day focused on a few specific themes. The program will feature local and international invited speakers all experts in their fields, targeted field trips and networking opportunities. The Symposium will be offered as a hybrid event, delegates will be able to participate in person or online.

### 2. Functions and scope

The Symposium Organising Committee will:

- Conduct a review of the most recent conferences including speaking with key stakeholders and review the conference feedback and present ideas to the Board for opportunities to build upon the success of past major meetings hosted by the IFA and AFG
- In consultation with stakeholders set the Symposium theme
- Develop an informative and engaging Symposium program that includes a blend on local and national issues; meets the needs of forestry professionals, forest growers and researchers including:
  - Identifying keynote and invited speakers
  - Develop the program and program schedule
- Organise Field Trips and identify each field trip's objectives
- Approve all correspondence with delegates



## TERMS OF REFERENCE Symposium Organising Committee

- Sign off on collateral including Sponsorship Prospectus; Registration brochure; webpage and all promotional material
- Assist the Conference Manager with securing sponsors and exhibitors
- Approve speakers and chairs briefing notes
- Optional – be available to provide advice to the Conference Manager on marketing, logos, hero images, menus, speaker gifts, delegate satchel, social events etc.
- Proofread and sign off on the Symposium handbook
- Be prepared to Chair a session at the Symposium
- Provide onsite assistance as required including registration, Speaker and Chair liaison, Field Trip supervisors, exhibitor liaison etc
- Approve the post Symposium survey
- Consider technology options that compliment delivery of the Symposium

### **3. The Symposium program**

The symposium program will be held over three days and include:

- Optional pre-Symposium workshops and breakfast sessions
- 2x days of plenary sessions (Day One & Day Two)
- Welcome Function (Day One)
- Symposium Dinner (Day Two)
- Field Trip Day consisting of multiple field trip options (Day Three)
- Annual General Meeting

### **4. Role of the Board**

- Set objectives for the Symposium – delegates, satisfaction and budget
- Appoint the Symposium Chair
- Sign off on budget
- Sign off on the location and venue
- Sign off on keynote speakers
- Sign off on the final program before it is released
- All Directors to be available to Chair sessions if required by the organising committee

### **5. Role of National Office and Conference Manager**

- Develop and manage the Symposium critical path
- Develop and manage the run sheet
- Develop the Budget in conjunction with the Symposium Chair
- Budget management
- Venue management
- Liaise with accommodation providers to secure accommodation blocks for delegates to contact directly



## TERMS OF REFERENCE Symposium Organising Committee

- Draft Sponsorship Prospectus; Registration Brochure; webpage and all promotional material
- Collate Symposium handbook
- Manage registrations; exhibition and marketing
- Organise social events
- Support the Organising Committee with field trip logistics including coaches and catering
- Prepare drafts for the Symposium Committee Approval
  - Correspondence with delegates
  - Speakers correspondence, briefing notes and thank you letters
  - Chairs briefing notes and other correspondence
- Draft the post symposium survey
- Prepare daily housekeeping announcements

### **6. Committee Composition**

- The Board will appoint the Chair of the Symposium Organising Committee
- The Committee will comprise up to six Forestry Australia members who represent a diverse cross-section of the membership (academics, growers, field foresters, an FFI rep etc), approximately half the Committee should be located in the region where the symposium is held.
- The Board will appoint a Director to be Board Liaison who will attend the Committee meetings
- Appointment of the Symposium Organising Committee members is through the Committee Chair and if required an expression of interest process.
- The Committee serves for the term of the Symposium and will disband once the final report has been delivered to the Board
- For continuity, one member of the previous Symposium Committee, preferably the Chair, to make themselves available to support the next annual major meeting

### **7. Meetings**

- The Conference Manager will participate in all meetings and take minutes
- The Minutes of all meetings will be documented and included on the agenda of the next Board meeting.
- Meetings are to be held electronically at a frequency to be decided by the Chair and Conference Manager
- The Committee Chair shall determine the agenda and rules of the meetings, with advice from group members as appropriate.
- If a Committee member has been unable to attend three meetings in a row, they may be approached to resign.

### **8. Authority and decision making**



## **TERMS OF REFERENCE**

### **Symposium Organising Committee**

- The Committee is formed under the auspices of the Forestry Australia Board to action the Committee's purpose and scope (listed above) and to consider additional issues referred from the Board
- The Committee does not have a committee budget however reasonable meeting expenses, including teleconference facilities, will be covered under the Forestry Australia's operating budget
- The Committee does not have the authority to execute contracts independently outside the scope of an approved Symposium budget
- The Committee is able to make recommendations to the Board in relation to initiatives both within and beyond the scope of this document though it has no authority to pursue these strategies without Board approval
- The Committee process is by consensus.

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