



**NADD ONTARIO**

**AGM PLANNING COMMITTEE**

**TERMS OF REFERENCE**

**PURPOSE:** To plan and facilitate the Annual General Meeting of NADD Ontario

**ACCOUNTABILITY:** The Committee is accountable to the Board of Directors of NADD Ontario.

**FUNCTIONS:**

1. identify a relevant topic or theme for the AGM in consultation with the Board of Directors by early February of each year
2. obtain guest speakers or panel members in accordance with the proposed theme
3. secure venue and arrange for refreshments
4. develop AGM brochure for distribution by Board Secretary, to be mailed at least 30 days prior to AGM
5. draft thank you notes of appreciation for Board President to send to guest speakers
6. other such tasks as may be relevant to the Committee's purpose

**MEMBERSHIP:** A minimum of two members from the Board, and additional members of NADD Ontario as may be needed to fulfill required functions. The Chair is appointed annually by the Executive.

**OPERATIONS:** Each Committee member will contribute towards fulfilling the functions of the Committee in a coordinated and mutually determined fashion

**FREQUENCY OF MEETINGS:** The Committee will communicate primarily through telephone conferencing and e-mail, with one mandatory meeting in January and others as needed in conjunction with a regularly scheduled meeting of the Board of Directors.

**OUTCOMES:** The Committee will develop a work plan for the Board of Directors on a yearly basis.