

Symposium Committee

- TERMS OF REFERENCE -

Reviewed: May 2020

- **Vision:** CRHNet envisions a disaster and climate resilient Canada.
 - **Mission:** CRHNet brings together the disaster risk management community to increase resiliency through the transfer of knowledge, the building of relationships, and the exchange of best practices.
 - **Values:** Collaboration, Innovation, Inspiration, Integrity, Diversity, Respect, Transparency
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Symposium Committee

Purpose:

CRHNet is committed to supporting and developing academics and professionals in the fields of disaster risk reduction and emergency management. The annual Symposium acts as facilitation to that end.

The Symposium committee is a standing committee of the Canadian Risk and Hazards Network (CRHNet) with the aim to produce the annual event to promote, educate and improve disaster risk reduction and resilience through education to those in the industry.

Membership:

The committee comprises of an annual appointment of a chairperson, and minimum 1 member from the board of directors. Additional members may include members from the CRHNet membership and/or from the social network membership. The chairperson will report to the board.

The committee is a volunteer commitment and will expand/decrease as needs arise and based on annual projects, work plan or objectives. Ideally members will represent various geographic regions of Canada (i.e. west, east, central, etc.).

Meetings:

- Meetings will be held monthly unless additional meetings are required for specific projects. Meetings will be conducted by teleconference, unless otherwise stated or arranged.
- The chairperson will organize agenda, provide notice and chair the meeting. Minutes will be generated based on agenda, circulated to committee members and posted on the CRHNet website.
- Decisions are made by consensus.
- Members may generate topics to be added to an agenda at any time by emailing the chairperson.
- Non-members may be invited to meetings pending approval from the committee and for the purpose of providing information and/or support.
- Sub-committees may be formed to address a specific project or event for coordination and effective execution purposes (i.e. website sub-committee). Additional meetings may be required outside of the standard C&M committee meeting schedule at a time convenient to sub-committee members.

Expectations:

Members of the Symposium committee are expected to participate in monthly meetings as well as fully engage and contribute to and in committee projects. While it is understood that conflicts may periodically affect participation, members are expected to let the chairperson know as soon as possible. There will be additional work required in late summer and early fall.

Deliverables:

The Symposium committee is committed to initiatives such as:

- Liaising
 - Board – providing regular updates
 - Communications for marketing
 - Providing key information for the communications and marketing of the event
 - Sponsors and Partners
 - Stakeholders
- Logistics – *Primarily Exe Dir's role as conference planner*
 - Secure venue with appropriate space
 - Meals, comforts
 - Sponsorships
 - Transportation
- Programing
 - Securing speakers/contributors
 - Reviewing the abstract submissions
 - Formulating program
 - Identifying theme
 - Décor, (HazNet Gallery etc)
 - Poster Presentations
 - Social Events
 - CRHNet Award of recognition.
- PSC – Disaster Risk Reduction Round Tables
 - Steering Committee
 - Delivery of all items in contract
 - One-day DRR event during the Summit on Disaster Resilience at CRHNet Symposium
 - Report summarizing proceedings from the DRR Roundtable to be posted to the CRHNet website, with a link posted on the Public Safety website.
 - Launch an initiative to highlight resilience projects in Canada.
 - Inventory of submitted resilience projects.
 - CRHNet Website, work with C&M to have information updated.
 - Work alongside the event planner (Executive Director function)
 - Coordinating volunteers and activities

Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Symposium committee members. Any revisions will be presented to the CRHNet board of directors for information.