



Workshop Committee Terms of Reference

PURPOSE

The Workshop Committee is responsible for reviewing the workshop submissions for the IUGA Annual Meetings and recommending acceptance or rejection of submissions.

ROLES AND RESPONSIBILITIES

- To review and recommend a selection of the submitted workshop proposals
- To commit to the set timeline for reviewing

MEMBERSHIP

Membership in the Workshop Committee is open to all members with an interest in the activities of the committee. Membership in the committee will represent the breadth of members of the association. The committee aims to have 6-8 members at any time. Opportunities may arise for committee members to participate in special projects/initiatives.

The election of a chairperson will follow established IUGA procedures. IUGA members may apply to serve on a committee during the Call for Committee Volunteers period which generally occurs each year in October.

Members must be prepared to be active participants in the Workshop Committee activities, with membership automatically implying an agreement to:

- Commit to a maximum 3-year term
- Respond to all requests in a timely manner, including requests to review committee projects and drafts
- Maintain membership in IUGA during the term on the committee
- Maintain current contact information with the IUGA Office

MEETINGS

The committee meets as necessary via teleconference/video conference and may also meet face-to-face during the Annual Meeting each year. Committee members must attend at least one Annual Meeting every 5 years and participate in at least one teleconference per year or may be asked to step down.

TERMS OF OFFICE

The committee shall be headed by a qualified chairperson who has been elected by a majority vote of the regular members to a two-year term, renewable for one additional term (by re-election).

All other members of the committee will serve a maximum three-year term, renewable once. Renewal depends on the level of activity. Each member up for renewal must re-apply during the annual call for committee volunteers.

REPORTING PROCESS

The committee members report to the committee chair, who in turn reports to the IUGA Board. The Staff Liaison will assist with communication between all parties.

STAFF LIAISON

Vivian Gies, Meeting Director
meeting@iuga.org

BOARD LIAISON

Jenny King, Secretary (2024-2025)
jenny@iuga.org