



CANADIAN  
MUSEUMS  
ASSOCIATION

ASSOCIATION  
DES MUSÉES  
CANADIENS

# 2024 Conference Planning Committee

## Terms of Reference

The 2024 Conference Planning Committee is responsible for the planning and support of the Canadian Museum Association's 2024 National Conference in Niagara Falls April 9-11, 2024.

The committee is expected to meet virtually, on a bi-weekly basis during the period of May 2023 to May 2024, with more frequent meetings from May-September throughout the program development process. Participating individuals must have strong availability during the week of April 8<sup>th</sup>, 2024 to travel and be present at the 2024 Niagara Fall conference and must commit to attend at least 70% of meetings.

The operating language of the committee will be English.

### The Conference Planning Committee shall:

- Review these Terms of Reference;
- Review the 2023 CMA Annual conference, including:
  - a. Conference Theme “Moved to Action”
  - b. [Program Schedule](#);
  - c. Member feedback and survey results
- Participate on a sub-committee for program selection that is relevant to your experience and expertise.
- Over the next twelve months, develop a two-day conference program that speaks to the chosen themes and streams to:
  - a. Consider possible topics based on member feedback and current developments.
  - b. Consider ways to integrate the perspectives of speakers and presenters from other organizations (e.g., Provincial and Territorial Museums Associations, the Department of Canadian Heritage, CMA Reconciliation Council, etc.).
  - c. Consider ways to provide a conference experience that is interactive and collaborative.
  - d. Prioritize the CMA's contractual obligations for accommodation and F&B spend for the event as a whole.
- Participate actively and facilitate sessions as required during the conference program.

### The Conference Sub-Committees shall:

- Draw from your experience and expertise in the subject area to curate a dynamic and interactive conference program relevant to the specific theme and stream.
- Meet separately from the sub-committee to review session proposals and select session presenters, including the development of the daily programming.
- Suggest additional content and sessions as needed.
- Bring in additional expertise and sub-committee members as needed.
- Report to the Conference Committee at regular meetings.

### Committee Administration:

- Meetings will be held virtually via Microsoft Teams.
- Working files will be shared via a dedicated SharePoint site.
- The CMA will provide administrative support to the committee, including scheduling, agenda development.

## **The Conference Committee will be comprised of:**

- One (1) representative from the current CMA Board of Directors;
- One (1) representative from the CMA Fellows;
- Eight to ten (8-10) members-at-large from the current CMA Membership (must be members in good standing);
- Two (2) CMA staff members, one to act as Chair of the Committee, and one to act as Vice-Chair.
- The CMA President and Executive Director are both ex-officio members of the committee, and may participate as their schedule allows.
- Other CMA staff may attend and present to the conference committee, from time to time.

## **Participants will be chosen to reflect the diversity of museum experiences, including:**

- Indigenous, Black, People of Colour, 2SLGBTQ+ and other equity-deserving museum professionals;
- Francophone museum professionals;
- Emerging museum professionals;
- Representing the perspectives of museums of diverse operational sizes;
- Representing the diversity of Canada's geographic regions;
- Representing the knowledge, experience and expertise in the identified conference themes and streams.

## **Remuneration:**

- Members' service on the committee is ordinarily without remuneration.
- Members' travel to, registration for and attendance at the 2024 Conference in Niagara Falls (including accommodation and travel per diems) would ordinarily be paid by the members employer, but may be covered with the approval of CMA's Executive Director in accordance with CMA's travel policies.
- Members presenting or moderating a session at the conference would, with the permission of the Executive Director, be eligible for the same honoraria as other presenters and as set by the committee, within the CMA's budget limits.

## **Important Dates**

- April 14<sup>th</sup> – Call for Committee members launched.
- April 24<sup>th</sup>– Deadline for self-nominations.
- May 5<sup>th</sup>– Successful Committee applicants are advised of their appointment to the Committee and polled for the availability for its first meeting.
- Week of May 15<sup>th</sup> – First meeting of the Committee.
- June 1<sup>st</sup> – Submission deadline for the for Call for Proposals, phase 1.
- June 30<sup>th</sup> --Deadline to notify successful short list candidates.
- Aug 14<sup>th</sup>—Deadline to submit full proposals for Phase 2.
- Sept 15<sup>th</sup>—Notification of successful session presenters.
- Fall 2023—Launch of Conference and registration.
- April 9 - 11, 2024 – Dates of the 2024 Conference.

## **Staff Support**

- Stephanie Danyluk (Senior Manager, Community Engagement) will serve as the Chair for the committee.
- Rebecca MacKenzie (Director of Communications) will serve as Vice-Chair for the committee.