

2023 Conference Planning Committee

Terms of Reference

The 2023 Conference Planning Committee is responsible for the planning and support of the Canadian Museum Association's 2023 National Conference.

The committee is expected to meet virtually, on a bi-weekly basis 8 - 12 times during the period of October 2022 to March 2023. Participating individuals must have strong availability during the week of October 3rd, 2022 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 2022 CMA Annual conference, including:
 - a. Conference Theme "Dismantling Foundations to Build a Better Tomorrow";
 - b. [Program Schedule](#);
 - c. Member feedback and survey results;
- Suggest one or several themes to the Board for their consideration and approval that are timely and relevant (The Board suggested the CMA TRC Report entitled "Move to Action" could be integrated into the theme and would dovetail with consultations on the National Museums Policy)
- Over the next five months, develop a two-day virtual conference program that speaks to the chosen theme;
 - 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 replicate the interactions of an in-person event in a virtual format, and suggest changes and improvements to last year's format;
- Participate actively and facilitate sessions as required during the conference program.

The Conference Committee will be comprised of:

- Three to five (3-5) members of the current CMA Board of Directors, with one to act as Committee Chair;
- One (1) representative from the CMA Fellows;
- Three to five (3-5) members-at-large from the current CMA Membership (must be members in good standing);
- The current Executive Director is invited as an ex-officio committee member.

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

- Indigenous, Black, People of Colour, 2SLGBTQI+, 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.

Important Dates

- **September 26th** – Call for Committee members launched.
- **September 30th** – Deadline for self-nominations.
- **October 3rd** – Successful Committee applicants are advised of their appointment to the Committee and polled for the availability for its first meeting.
- **Week of October 3rd** – First meeting of the Committee.
- **October 11th** – Submission deadline for the Committee's theme recommendations to the CMA Board of Directors.
- **February 27th and 28th** – Dates of the 2023 Virtual Conference.

Staff Support

- Rebecca MacKenzie, Director of Communications (rmackenzie@museums.ca) will serve as the staff lead for the committee.
- The CMA will provide administrative support to the committee, including scheduling, agenda development and minute taking as required.