

Terms of Reference

NAME:

COBA Planning Committee.

REPORTING TO:

Board of Directors.

OVERALL PURPOSE OF COMMITTEE:

To plan an annual conference.

MAJOR COMMITTEE TASKS:

1. Identify current topics of interest and educational value to the members and administrative justice community.
2. Source speakers.
3. Develop descriptions/material/theme for promotional materials.
4. Obtain, review and act upon feedback.
5. Encourage/solicit registration (if low).
6. Assist with the organization of the SOAR Medal Dinner.
7. Also refer to the SOAR Administrator conference checklist and assist if required.

DURATION OF COMMITTEE:

10 months.

NUMBER OF MEETINGS:

Monthly.

FINANCIAL IMPACT:

Organize a profitable event to fund day-to-day SOAR operations.

STAFF LIAISON:

SOAR Administrator.

SELECTION/ELECTION OF CHAIR:

Invitation by SOAR President.

SELECTION/ELECTION OF MEMBERS:

Chair invitations sent to those who expressed an interest on the previous year COBA Evaluation Form and from previous year committee.

COMMITTEE CHAIR RESPONSIBILITIES:

1. Chair meetings.
2. Assist with development of budget.
3. Focus committee on selection workshop topics, speakers, theme, promotional session descriptions, etc.

COMMITTEE MEMBER RESPONSIBILITIES:

As per above major tasks.