TERMS OF REFERENCE
Newfoundland and Labrador Public Sector Pensioners' Association
Annual General Meeting, Convention Planning & Recognition Committee

PURPOSE: To plan and deliver the Annual General Meeting (AGM) for the NLPSPA in accordance with the requirements as detailed in the NLPSPA Constitution, to plan and deliver a biennial Convention that addresses issues of interest for pensioners and older persons into retirement; to ensure a qualified slate of candidates for election to the Board of Directors; and, to facilitate recognition of members of the Board of Directors, the Association and others who have made a significant contribution to the well-being of public sector retirees.

RESPONSIBILITIES:

A. ANNUAL GENERAL MEETING:

1. Determine a date, time, and location for the AGM for the approval of the Board.
2. Manage the logistics of the venue, i.e. seating arrangements, snacks, audio visual needs, podium, order of speakers, etc.
3. Develop the agenda for the AGM, in accordance with the business to be transacted as defined in the NLPSPA Constitution.
4. Ensure the completion of the NLPSPA Annual Report, contributing editing and formatting advice, as needed.
5. Provide support to the Board to ensure the processes for election, constitutional amendments, resolutions and financial statements are in place and acceptable.
6. Recruit a parliamentarian, as may be needed.
7. Arrange support services, i.e. interpretation, closed captioning, auditory devices, etc., as might be identified by delegates, presenters, guests, etc.
8. Source a special interest speaker, if recommended by the Board.
9. Identify vacancies that will occur on the Board of Directors at the next Annual General Meeting.
10. Ensure an open and transparent nominations and elections process, including the timely and clear communication of the requirements for and commitments to the position of Board Director.
11. Solicit nominations through various means, including advertising, search, and personal approach to the membership of the Association and to present a list of suitable candidates to the Board of Directors and to the membership prior to the Annual General Meeting to ensure there are sufficient and suitable candidates nominated to fill the Board vacancies.
12. Conduct the elections for the Board of Directors at the Annual General Meeting.

13. Conduct a review of the nominations and election process and outcomes at the end of each election and submit recommendations to the Board to facilitate the work of the Committee in the future.

14. Recruit a pool of qualified and interested candidates, including Members and non-members, for membership on the various committees of the Board. These candidates may be recruited from the candidates for election to the Board, from the general membership of the Association, or from the community at large.

15. Develop and deliver a full communications timeline and other messaging that ensures all requirements for the conduct of the AGM business are met by the deadlines which are established.

B. RECOGNITION:

1.Advise the Board of Directors on appropriate ways to recognize members and non-members for contributions to the Association and to the well-being of public sector pensioners.

2.Receive and review nominations for awards from members, ensuring that all necessary information is available and to initiate additional nominations if considered appropriate.

3.Present recommendations for awards to the Board of Directors for approval and to arrange suitable presentation of awards to candidates approved by the Board.

4.Ensure that a record of awards is maintained in an appropriate manner.

C. BIENNIAL CONVENTION:

1. Determine a date, time, and location for the convention that considers feedback from the previous convention.
2. Develop and refine a convention theme.
3. Develop a program that conforms with the convention theme.
4. Determine what type of entertainment will be provided and source entertainers.
5. Develop an appropriate evaluation tool for the convention and message its completion during the convention.
6. Develop the budget for the convention, including the convention fee(s) and present to the Board for approval.
7. Source and solicit sponsorship in the amount defined in the budget.
8. Solicit exhibitors for the trade show, including prizes for convention giveaways.
9. Establish the convention registration process, including initial and final registration deadlines.
10. In keeping with the convention program, source speakers, presenters, facilitators, and moderators, as appropriate.

11. Define volunteer roles and assign volunteers/staff as appropriate.
12. Oversee the management of all logistics for the convention, including:
    - Setting up the registration table;
    - Setting up a membership information table;
    - Ensuring the preparation of the registration bags;
    - Ensuring all convention materials are designed and printed;
    - Obtaining thank-you gifts for presenters;
    - Ensuring the smooth set-up and take-down of the exhibitors' area;
    - Managing the contract with the venue site, including meals, refreshments and nutrition/break times;
    - Determining audio/visual needs and contract same, as appropriate;
    - Ensuring clearly visible signage is in place;
    - At the appropriate time, conducting the door prize draw and other prizes;
    - Ensuring the appropriate means of "thank you" are sent to presenters, sponsors, exhibitors and donors.
    - Develop and deliver the communications timelines and messaging, including a wrap-up article for the Association's newsletter.
    - Compiling the convention evaluation for presentation to the Board.

MEMBERSHIP:

The Lead of the AGM, Convention Planning & Recognition Committee shall be a Member of the Board appointed by the President. The committee will include the Executive Director and the Administrative Assistant and may include one additional member of the Board. The President will be, ex officio, a member of the Committee. The term of office for the Committee shall be for a one-year period. The membership of the Committee will be approved by the Board of Directors.

Approved: April 26, 2018
Updated: February 23, 2021
Revised January 6, 2023
Approved by Board September 18, 2025