



TERMS OF REFERENCE

Committee Name

The Annual Institute of Family Law Planning Committee.

Type of Committee

The Annual Institute of Family Law Planning Committee is a CCLA standing committee with an indefinite term.

Mandate

The Committee co-ordinates all of the activities necessary to make the Annual Institute of Family Law a successful event.

Functions/Responsibilities

The primary responsibilities of the Committee are to:

- Set the programming for the Annual Institute of Family Law.
- Recruit presenters that reflect the diversity of the East Region Bar (including diversity, years of practice, firm size, and locale).
- Foster a high level of quality in the presentations.
- Provide yearly reports either in writing or in person to Education Committee at the annual CPD/CLE Strategic Planning Meeting
- Take an active role in recruiting new members to the Committee.

The secondary responsibilities of the Committee are to assist CCLA staff in:

- Marketing the Annual Institute of Family Law.
- Submitting CPD Accreditation form.
- Ensuring that the Annual Institute of Family Law meets its financial goals.

Accountability & Reporting

The Annual Institute of Family Law Planning Committee is accountable to the Board. The reporting obligations of the Committee may, at the Board's discretion, be delegated from time to time to the Executive Director, the President, the Executive Committee, another Committee of the Board, or one or more of the foregoing.

Membership

The Committee Chair and/or Co-Chair are appointed by the CCLA President with the assistance of the existing Committee Chair/Co-Chair.

The Committee shall contain seven to ten voting members, appointed by the CCLA President.

All Committee Members must be members in good standing of the CCLA.

Notwithstanding the foregoing, a non-CCLA member may be a member of the Committee.

The CCLA Executive Director is an *ex officio* member of the Committee.

The President shall have the right to appoint a member of the Board or of the Executive committee to sit on the Committee, either as a member or *ex officio* member.

The Chair of the Committee shall be primarily responsible for the function of the Committee and its accountability.

Term & Renewal

The Committee Chair and/or Co-Chair shall have an initial term of three years, commencing on August 1st, which shall thereafter be renewable on an annual basis as provided under the CCLA's Committee and Communication Policy.

All other committee members shall have a term of one year, commencing on August 1st each calendar year, renewable as provided under the CCLA's Committee and Communication Policy.

Vacancies

The Committee must, in any recommendation to fill a vacancy, honour as closely as possible the membership criteria as set out in the CCLA Committee and Communications Policy, including, in particular, the commitment of the CCLA to diversity in committee memberships, as set out in subparagraph (iv) of the Vacancies section of the Policy.

Decision Making Protocol

The Annual Institute of Family Law Planning Committee shall make every reasonable effort to make decisions by consensus and, in all other respects, in accordance with the CCLA Committee and Communication Policy

Conduct & Communications

Each Committee member, upon becoming a member of the Committee, agrees to be bound by any Board-approved policy, including but not limited to the Committee and Communication Policy and the CCLA Committee Members' Code of Conduct posted on the CCLA website.

Meetings

The Committee shall meet as frequently as is necessary to accomplish the functions/responsibilities assigned to it. The CCLA shall pay for reasonable expenses incurred for meetings of the Committee up to a maximum of ten meetings per year.

The Committee may invite guests to a meeting or a series of meetings, provided the attendance of any such guest at the meeting(s) is communicated to and approved by the Executive Director.

The President may attend, or may appoint a delegate from the Board, to attend any one or more meetings of the Committee.

Budget and Spending

All spending of the Committee will be controlled by and will require approval of CCLA staff, who shall be guided by the annual CCLA budget approved by the Board for each fiscal year.

Approved by the CCLA Board March 23, 2017.

