

Conferences and Workshops Committee Charter

I. Purpose and Authority

The Council has charged the Conferences and Workshops Committee with responsibility to review the substantive, financial, and pedagogical content of proposals for events other than the Annual Meeting. The Committee has been delegated authority to approve those proposals that, in the Committee's judgment, are consistent with the Society's mission, and have appropriate scholarly, or educational quality, and intellectual balance. The Committee has been delegated authority to approve those proposals that pose some financial risk to the Society and satisfy the criterion of being cost-neutral or revenue-generating.

II. Composition

A member of the Society's Council will chair the committee. In accordance with Society bylaws, any member of the Society, in any of the categories of membership, is eligible to serve on the Committee. The Chairperson of the Committee shall appoint all members of the Committee, subject to judgment of the chair about maintaining a manageable size. Decisions will be made by majority vote. Members interested in serving on the Committee should contact the current Chairperson.

III. Duties

Proposals are of two kinds: events that intend to rely on the Society's treasury to cover some of costs, if other sources do not do so, including continuing education workshops that accompany the Society's Annual Meeting; and events that pose no financial risk to the Society's general funds. The Committee will have the following duties:

The Committee prepares and maintains policies related to event planning materials (published on the Society's web site) intended to facilitate both the submission of proposed events (other than the Annual Meeting) and the Committee's timely review. On request, the Committee provides advice relevant to the content, pedagogical style, and financial management of events in order to maximize the likelihood of approval and success.

Provide resources (e.g., organizer's manual, forms, budgeting spreadsheets, accessible via the SRA website) to facilitate the preparation and the timely review of proposals for new C&W events, and to facilitate requests and timely review of nonfinancial co-sponsorship of an event that is organized by another organization. The Committee will work to make these forms fully electronic.

Provide advice to SRA members with respect to marketing of C&W events and to facilitate the marketing of approved events through SRA's website and other communication products. As needed, the committee will draw on the SRA leverage in negotiation of contracts (e.g., for meeting space).

Develop, implement, and review criteria for sponsoring and evaluating workshops, SRA-sponsored events, and SRA-recognized events. Upon review and discussion of evaluations, improve procedures or generate other recommendations as may be appropriate and communicate findings to relevant parties.

Where SRA's financial interests are at stake, monitor the financial performance of events before the event to assist in adjustments of, or if necessary cancellation of, events that are likely to generate losses. The Committee is also responsible for monitoring the financial performance of events and for communicating the nature of any concerns to Council with any requests for approval or recommendations that may be required.

Reviewed and approved by the SRA Council, June 9, 2009

Liaise with the Annual Meeting Committee with respect to the design and planning of the workshops that precede the Annual Meeting. The Committee will also ensure that the SRA does not sponsor any meetings that would co-occur and thus compete with the Society's Annual Meeting.

Prepare annual reports summarizing activity to Council.