

Mandate of the Committee

The Event Programming Committee supports CPHR Alberta in the planning and delivery of high-quality educational programming for the Annual Conference and DisruptHR event. The Committee provides strategic guidance on the identification, evaluation, and selection of speakers and topics, ensuring alignment with the CPHR Competency Framework, while considering attendee experience, and emerging HR trends.

Reporting Relationship

The Committee maintains regular communication with the Specialist, Engagement & Events through scheduled conference calls, virtual meetings, email, and phone as needed. Oversight of the Committee's work is provided by the Specialist, Engagement & Events who is the primary staff liaison between the committee and CPHR Alberta staff resources.

Committee Structure

The Committee will consist of 12-15 members, including:

- Chair
- Vice-Chair
- Two Programming Leads (may or may not be the Chair and Vice-Chair, depending on number of committee members)
- General Members

Committee Responsibilities - General

- Ensure educational content aligns with CPHR competencies and professional development requirements.
- Provide support and input on the selection of engaging, relevant, and diverse speakers.
- Review supporting documents (applications, abstracts, etc.).
- Maintain a standard of excellence in educational programming across CPHR Alberta flagship events.
- Enhance attendee learning experiences through personal professional development experiences and knowledge from working in human resources.
- Attend scheduled meetings and participate actively in discussions.
- Complete speaker and content reviews within established timelines.
- Stay informed on emerging HR trends and learning needs.
- Filter attendee feedback to CPHR Alberta when received.
- Represent CPHR Alberta professionally in all committee activities.
- Support event delivery, when applicable.
- Act as an ambassador for CPHR Alberta flagship events.
- Maintain the speaker database.

Committee Roles

Number of Volunteers: 12-15 for the Event Programming Committee

- Chair – 24-month term
 - May be asked to extend their term as Chair if the Vice-Chair is unable to step into the Chair role or, they may be invited to remain on the committee after their two-year term expires to assist the new Chair and Vice-Chair.
 - Determines monthly meeting schedule, creates agenda, records minutes, shares minutes, etc. in collaboration with the Specialist, Engagement & Events.
 - Leads meetings and ensures alignment with organizational priorities.
 - Communicate event timelines and schedules.
 - Liaises with CPHR Alberta on issues, events, suggestions, meeting minutes, etc.
 - Assist with recruitment and orientation of new members to the committee.
 - Responsible for actively engaging with committee members to foster a respectful, inclusive, and productive working environment. This includes facilitating open communication, addressing concerns in a timely manner, and managing conflict or performance issues as they arise.
 - Work collaboratively with committee members, staff liaisons, and relevant leaders to support resolution, reinforce expectations, and ensure the committee operates effectively and in alignment with its mandate.
 - Verify committee members' volunteer hours by December 20 of each year.
 - Support committee roles by stepping-in as needed and assisting with completion of tasks and activities.
 - Depending on number of volunteers on the committee, may be responsible for Annual Conference planning, coordinating, and activation.
- Vice-Chair – 24-month term
 - The expectation is that the Vice-Chair will assume the role of Chair at the end of their term as Vice-Chair.
 - Support the Chair when they are unavailable (i.e. chair meetings, prepares agendas, answers committee member queries)
 - Assist with delegating tasks and responsibilities and communicating to the Chair and Specialist, Engagement & Events of assignments.
 - Support committee roles by stepping-in as needed and assisting with the completion of tasks and activities.
 - Depending on number of volunteers on the committee, may be responsible for planning, coordinating, and activation of DisruptHR.
- Programming Lead – Annual Conference (24-month term)
 - Assist with conference planning to align with the theme, promoting awareness of the event, and attendee experience.
 - Support General Members in their activities and responsibilities.
 - Pre-Conference Activities.
 - 'Day-of' Activities during Conference.
 - Post-Conference Activities.

**Full Description of responsibilities provided as Appendix I*
- Programming Lead – DisruptHR (24-month term)
 - Assist with planning, promoting awareness, and attendee experience of the annual DisruptHR event.

- Support General Members in their activities and responsibilities.
- Pre-Event Activities.
- 'Day-of' Activities during the event.
- Post-Event Activities.

**Full Description of Responsibilities provided in Appendix II*

- General Member – 24-month term
 - General members will be expected to support one of the two main events – Annual Conference or DisruptHR. This is to ensure adequate support is provided to these two flagship events. In a supportive role to both key events as well as other Professional Development offered by CPHR Alberta, responsibilities may include, but are not limited to the following:
 - Speaker Selection & Evaluation
 - Review speaker proposals, abstracts, and submissions.
 - Evaluate proposed topics for relevance, quality, and alignment with event objectives.
 - Participate in speaker interviews when required.
 - Provide recommendations regarding speaker selection and program development.
 - Maintain the speaker database.
 - Learning Content Review
 - Assist in the review of presentations and learning materials prior to events.
 - Ensure content aligns with session descriptions and outlined learning outcomes.
 - Confirm content reflects current HR practices, trends, and emerging issues.
 - Ensure presentations are appropriate for the intended audience and event format.
 - Ensure presentations are aligned with one or more CPHR competency areas.
 - Event Support
 - Provide recommendations regarding learning tracks and thematic programming.
 - Support onsite event activities when applicable, including speaker support, moderation, and/or session evaluation.
 - Participate in post-event debriefs and improvement discussions, when applicable.
 - Assist in identifying future speakers and emerging topics.
 - Quality Assurance & Continuous Improvement
 - Review attendee feedback and identify trends and recommendations, when applicable.
 - Provide input on program enhancements and future learning opportunities.
 - Support efforts to ensure diversity of perspectives, industries, and speaker representation.
 - Promotion & Advocacy
 - Act as an ambassador for CPHR Alberta learning events.
 - Promote events through professional networks and social media channels where appropriate.
 - Encourage participation from diverse HR professionals and thought leaders.
 - Inform CPHR Alberta of any potential sponsorship leads.

CPHR Alberta Responsibilities

- Recruitment, onboarding, and orientation of new members.
 - Final selection decisions are made collaboratively between the staff liaison, Chair and Vice-Chair.
 - Participate in candidate screening and interviews.

- Support reference checks.
- Act as a liaison between CPHR Alberta and the Event Programming Committee to ensure that member service standards are maintained and member value is achieved through flagship events.
- Manage the budget and communications related to all featured events.
- Manage meeting arrangements for the Event Programming Committee as needed.
- Plan and manage event details (booking venue, speaker, etc.).
- Resolve conflicts between CPHR Alberta volunteers and/or staff.
- Coordinate call-out and recruitment for speakers.
- Manage submission platforms and communications.
- Provide evaluation tools and resources.
- Coordinate speaker communications and logistics.
- Compile attendee feedback and event metrics.
- Support committee operations and implementation of recommendations.
- Provide final say on recommendations by the committee.
- Confirm and book speakers for the respective event.
- Provide all relevant information to the committee.

Meetings

- Regular monthly meetings (10) throughout the year as a committee, either by phone, virtual, or in person.
- Phone, virtual, or in-person meetings between Committee Chair and the Specialist, Engagement & Events on as-needed basis.
- Ad hoc Committee meetings can be arranged at any time as deemed necessary by the Chair or CPHR Alberta Staff Liaison.

Time Commitment

- One to two (1-2) virtual committee meetings each month (1-2 hours).
- Monthly committee work (approximately between 1-3 hours each month).
- Increased committee work will be required leading up to event activation.
- Additional hours may be needed to attend events and activities in the community.

Budgetary Authority

CPHR Alberta Staff is responsible and accountable for the budget and ensuring that the budget is not exceeded or used inappropriately. Volunteers will have no responsibility or authority for the budget.

Committee Volunteer Qualifications

Committee members shall:

- Be a CPHR Alberta designated member in good standing.
- Demonstrate knowledge of HR practices, trends, and the CPHR competency framework.
- Preference given to members with learning and development, adult education, conference planning, speaking, or content evaluation experience.
- Commit to meeting attendance and review deadlines.

- Exercise sound judgement and maintain confidentiality regarding speaker submissions and committee discussions.
- Prior attendance at the Annual Conference, DisruptHR, and/or CPHR Alberta Professional Development opportunities is recommended.

Length of Term: Each Committee volunteer will serve a 24-month term and may be reappointed each year by CPHR Alberta Staff.

Volunteer Selection: CPHR Alberta will conduct a call for volunteers each year to obtain new volunteers as needed.

Current CPHR Alberta Board members are not eligible to join the Event Programming Committee; however, they may attend any Committee meeting or event to provide support or gather feedback from attendees.

Chair Selection: The Chair of the Event Programming Committee shall be a member of the Event Programming Committee, appointed by the Staff Liaison and Committee.

Event Programming Committee Volunteer(s) interested in the Chair role will express their interest during the interview process.

Vice-Chair Selection: When the Vice-Chair moves into the Chair role, other committee members will have an opportunity to move into the Vice-Chair role or to recruit for this role outside of the committee. In the event that no-one has expressed their interest in the Chair or Vice-Chair roles, CPHR Alberta Staff will have discussions with the Event Programming Volunteers for recruitment of the role(s). If no-one steps forward, a call for volunteers will be put forward to obtain volunteers for the role(s).