

Term of Reference

**CPS-SCP Ad Hoc Symposium Workshop Committee**

(June 13, 1997)

---

**Mandate:**

The Committee will plan and implement symposia and workshops and ensure that they encompass a diversity of plant pathology topics.

**Objectives: The Symposium and Workshop Committee will:**

- 1) organize symposia and workshops for the annual meetings of CPS
- 2) help in fund raising and promotion of symposia and workshops
- 3) ensure that information presented at symposia and workshops are made available to all CPS members through publication of papers
- 4) ensure that the interests of all CPS members are represented by judicious selection of symposia and workshop topics

**Organization, Membership and Operations:**

The committee will meet at the annual general meeting of CPS. Additional meetings can be held throughout the year by telephone conferences or E-MAIL. The incoming vice president will chair the committee for one year and will remain a member for a second term as president elect. Membership will consist of at least one member (appointed) from each of the local arrangement committees where CPS future meetings will be held in the forthcoming two years. The initial committee will consist of members or chairs of former subject matter committees. Members will serve at least two years and not more than three. Once the committee is fully operational, no more than half the committee may be replaced per year in order to maintain continuity of activities relating to plans in progress. The SWC will replace members by soliciting the society membership for volunteers. If suitable candidates are not recruited by this route the committee will nominate the new members. Selection will be based on the individuals expertise in specific subject areas.

Using the CPS Newsletter, the committee will actively seek suggestions from the membership as to potential topics for upcoming Symposia and Workshops. The committee however, has the final power to decide what areas are supported and they may bypass suggestions if the topics were adequately covered in previous meetings. Once a Symposium or Workshop topic has been selected the committee will appoint an organizer who will oversee the specific organization of the event. This individual(s) may be from either inside or outside of the committee. The organizer(s) will report to the SWC as to basis for selection of speakers, budget items, the format of the meeting, time scheduling, etc. All invited speakers will be expected to publish their presentation with the society paying for the publication costs. Speakers will only be reimbursed for expenses incurred to attend the meeting when a manuscript has been submitted to the organizer. Costs for Symposia will be assumed by CPS and will be budgeted by the Board. The SWC will be asked to actively seek sources of funding for Symposia and Workshops from outside sources.

