PURPOSE

The Congress Program Committee (CPC) shall be responsible for developing the call for proposals, reviewing and selecting the content of the technical and educational part of the Congress Program under the general direction of the Executive Director.

COMPOSITION AND APPOINTMENT

1. The CPC shall consist of the Executive Director and preferably be at least three other members, one at least of whom shall be Chair.

2. Membership on the Committee shall be national and shall represent the quantity surveying industry education, practice and research.

3. Members of the CPC shall be appointed by the Executive Director in consultation with the Education Director and CIQS National Executive team.

TERMS OF OFFICE

Members of the committee shall serve a term of no more than 24 months. All terms are effective up to and including the submission of final reports following Congress.

DUTIES

A. Planning

1. To develop the technical and education program.

2. Recommend program themes, content, speakers and topics.

3. Review and select, according to pre-determined criteria, proposal submissions for technical and educational sessions.

4. Within the total programming hours determined, review and approve content of the technical and education program that complements the Congress theme.

5. Contact and liaise with speakers approved by the planning committee and technical committee. Submit record of all speaker contact to staff liaison.

6. Develop a list of potential Chairs/Moderators for the program.

7. The Congress Program Committee to execute all speaker agreements under the direction of the Executive Director.

8. The Chair of the Committee will act as the onsite liaison for speakers at Congress.

9. Advise in the development of the Congress evaluation.
C. **Post-Congress**

Prepare final report and recommendations for inclusion in the CIQS Board report within one month following Congress.

**MEETINGS**

Meetings shall be at the call of the Executive Director as often as is necessary to accomplish the Committee's responsibilities and will occur by teleconference.

Committee Members who miss more than 2 meetings shall be removed from the committee.

The Chair of the Congress Program Committee is also required to attend the Congress Planning Committee teleconference to provide updates on the technical/education program.

**MINUTES/REPORTS**

1. Minutes of congress education meetings shall be circulated to all Committee members within one week of a meeting.

2. Copies of minutes and all correspondence shall be filed at National Office.

**AUTHORITY**

1. The Congress Program Committee shall be responsible to the Executive Director, and the Congress Planning Committee.

2. All activities of the Committee shall be in accordance with the policies of the Institute.

**REMUNERATION**

1. The Chair of the Congress Program Committee will receive complimentary full registration, 3 nights’ accommodation in host hotel, and economy airfare from their residence to the Congress location (up to $1000.00)

2. Two members of the Congress Program Committee will receive complimentary registration to the full technical program at Congress, no accommodation or travel included.