

## **Speech and Hearing BC Policy Statement & Procedures**

### **I.31**

**AREA: Governance**

**SUBJECT: Conference**

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#### **POLICY:**

Speech and Hearing BC supports an annual Continuing Education (CE) event for Speech-Language Pathologists and Audiologists, in the form of an in-person conference, or by electronic media, such as videoconference facilities.

This annual CE event, conference, is organized by the Conference Committee. The Conference Committee consists of Speech and Hearing BC members, and is the responsibility of the Director of Professional Education. The Director of Professional Education will attend all Conference Committee meetings and regularly report to the Provincial Council. The Conference Committee will be chaired by one or two Speech and Hearing BC members. When possible, members of the Provincial Council will assist with conference planning by joining the Conference Committee and/or leading conference forums, as needed. In the event that no members volunteer to chair the Conference Committee, the Director of Professional Education and the Operations Manager will chair this committee.

To improve accessibility to in-person conferences to members across the province, requests to hold a conference in any centre with facilities that are adequate to accommodate the event should be considered.

Conference Committees will be fiscally responsible. Registration fees shall be affordable to members.

The Operations Manager is an integral part of conference planning, and is responsible for administrative and fiscal duties that include, but are not limited to: creating and updating conference budget, requesting quotes for conference locations, sending speaker contracts, speaker payments, website registration and updates.

In the event that another organization is planning a continuing education activity of interest to its members, Speech and Hearing BC may choose to collaborate with the other organization in a given year, to minimize duplication and maximize member accessibility to CE opportunities.

#### **PROCEDURE:**

- The Conference Committee will be presented with a budget for the annual conference once approved by Provincial Council.

Monitoring/reporting Frequency: Every two years. Date Policy Approved: Sept 6, 2003. Date Last Revised: January 2004, November 12, 2008, May 11, 2011, September 10, 2019. Dates Reviewed: September 18, 2004, September 28, 2005; Sept. 9, 2006, November 10, 2008.

- All Conference contracts will be signed by the Speech and Hearing BC Office.
- Requests from members to hold the annual CE event in a specific geographical region will be forwarded to the Conference Chair, and a determination as to the feasibility of the request will be completed by the Conference Committee.
- A feasibility study and history of conference locations will be provided to PC, which will determine the location for an upcoming annual conference.