



CANADIAN ASSOCIATION OF
HOME & PROPERTY INSPECTORS
ASSOCIATION CANADIENNE
DES INSPECTEURS DE BIENS IMMOBILIERS



CAHPI Terms of Reference

Conference Organizing Committee

Drafted: 5Apr2024

Approved:

Name of the committee:

CAHPI Conference Organizing Committee

Purpose:

The purpose of this committee is to develop and implement a successful annual conference each year.

Important duties and responsibilities:

1. Oversee planning for annual conference:
 - a. Develop conference educational programming (speakers and topics)
 - b. Support sponsorship efforts
 - c. Ensure conference format maximizes registrant experience.

Estimated Time Commitment:

- 1-hr Meetings will be held as needed to advance the activities of the Committee.
Meeting Frequency: Bi-weekly (Jan/ Feb – Conference date)
- Email correspondence as needed.

Composition and roles

Committee Chair will be a CAHPI Board Member and committee members can be populated with additional Board members and / or Members at large.

Committee efforts will be supported by CAHPI Staff.

Annual objectives

Ensure that an annual conference is offered each year with maximum financial return and best possible registrant experience.

Reporting details

Committee reports will be reviewed at the Board level.