

Mandate of the Committee

The role of the Speaker Selection Committee is to review and evaluate the speaker abstract submissions received for the CPHR Alberta Conference. Based on the outcome of the evaluations, the committee will make recommendations to CPHR Alberta for the educational program to be offered during the CPHR Alberta Conference.

Reporting Relationship

The Committee will report to the Manager, Member Engagement from CPHR Alberta.

Committee Responsibilities

The committee will represent the needs of the HR community by:

- Providing input to CPHR Alberta staff on the quality of topics and speakers being reviewed
- Reviewing abstract submissions, interviewing speakers and checking references
- Reviewing presentations and confirming the alignment of content to description
- Moderating sessions during the conference
- Filtering attendee feedback to CPHR Alberta when received
- Receiving post conference summarized feedback from the CPHR Alberta

Staff Responsibilities

The Manager, Member Engagement will:

- Manage the call for speaker abstracts
- Finalize the session schedule
- Confirm speaker availability and negotiate contracts
- Communicate and manage deliverables with speakers
- Provide session feedback following the conference

If a Committee member experiences conflict with the Manager, Member Engagement, they will attempt to resolve it amongst themselves first. If the issue is not resolved, it will be escalated to the CEO, Rod Miller CPHR Alberta.

Membership Qualifications

Requirements/Qualifications:

- Be a Chartered Professional in Human Resources (CPHR)
- Demonstrated dedication to the profession and the Association
- Demonstrated experience or knowledge in evaluating presentation materials/content

Meetings/Time Commitment

“Go to” meetings (online):

- 8-10 hours monthly from February - March
- 1 hour weekly two weeks prior to the conference

Independent abstract/presentation review:

- 3-8 hours weekly from February - March

Onsite at the CPHR Alberta Conference:

- Moderate sessions during the two days of Conference September 29 – 30, 2020
- Complimentary conference registration for committee members
- Travel and accommodation during the conference is the responsibility of the committee member

Budgetary Authority

CPHR Alberta staff only.