

PROGRAMS AND EVENTS COMMITTEE

TERMS OF REFERENCE

Role

The committee develops and oversees the delivery of IPAA's key programs and events, including regular monthly programs and annual flagship events.

Responsibilities

- Deliver programs and events that align with the role, priorities and intent of IPAA, incorporating the themes in the strategic plan:
 - excellence in public administration and management practice;
 - high quality, capable and professional public servants; and
 - contemporary and connected.
- Ensure value to IPAA corporate and individual members through including programs and events that cater for all diverse segments of the public sector.
- Promote "Thought Leadership" in public sector issues.
- Oversight the delivery of the flagship IPAA Awards events:
 - the Annual Report Awards
 - the Prime Minister's Awards for Excellence in Public Sector Management.
- Design and implement any new award events– such as the Innovation Awards event.
- Oversight IPAA sponsors and other organisations joint programs and events.
- Determine the delivery of IPAA Programs and Events, including:
 - identify suitable speakers and presenters -taking account of diversity objectives;
 - monthly IPAA seminars, such as information seminars and presentations; regular yearly events such as the budget breakfast and Reconciliation week events;
 - one-off addresses and special events; training; and other programs and events designed to engage different parts of the public sector. A series of programs and events can be linked together under a particular theme;
 - provide council members with the opportunity to chair/host events on the program and events calendar.

Membership

Membership is a minimum of six current members, the convenor of the Canberra Evaluation Forum and such other members as the Council considers appropriate.

A member of Council will be the Chair.

Meeting Frequency

Monthly, with a six monthly planning meeting to define seminar topics and discuss the planning and implementation of special events.