



International Society of Arboriculture

Conference Program Committee

Purpose Statement: To develop the educational program for the ISA annual conference and to seek continual improvement in the educational value of the program and the process for developing it. The Committee will also review and coordinate the development of other educational programs such as regional meetings, workshops, and symposia as appropriate.

Structure

The committee comprises one representative each from AREA, SCA, SMA, UAA, the SRC Committee, the EPS Committee, and the local conference committee to be appointed by those entities, plus one to three at-large members appointed by the chair.



Criteria

- ☐ Members are appointed based on their technical expertise representing various disciplines and geographical regions within the arboriculture and urban forestry professions and research community.
- ☐ At least one "at large" member shall be a non-US member

Selection

- ☐ The committee chair is appointed by the ISA president.

Terms of Office

- ☐ The chair shall serve a 2-year term at the discretion of the ISA president.
- ☐ The chair may be reappointed once.
- ☐ Committee members (other than the chair) shall be appointed for a two-year term and may serve two, consecutive terms.
- ☐ Terms of office are effective at the close of the ISA annual conference.

Duties and Responsibilities

Committee

- ☐ Strategically assess the current program development procedures with the goal of finding ways to continually improve and streamline the process and a balance of topics.
- ☐ Coordinate the review and selection of speakers/presentations for Pre-Conference, Tours, Workshops, Climbers' Corner, and General Sessions.
- ☐ Develop a system to collect and assess speaker evaluations.
- ☐ Review and revise, as necessary, the online submission process.
- ☐ Review and evaluate the speaker benefits package structure.



Committee Functionality

The committee will function by consensus decision making. The committee recognizes the following categories of consensus:

- ☐ Strongly agree
- ☐ Agree
- ☐ Agreement with some concerns as expressed to the committee
- ☐ Not in agreement, but willing to accept the consensus of the committee
- ☐ Not in agreement, and unwilling to accept the committee consensus



Where decision by consensus is not possible, a vote will be taken and majority rules in the presence of a quorum. Quorum shall consist of greater than 50 percent of the committee members. The chair shall cast the deciding vote in case of a tie.

Committee Members

- ☐ Committee members shall disclose any potential conflict of interests. Members are required to sign an ISA conflict of interest statement.
- ☐ Committee members are expected to participate actively in committee projects and decisions. The committee may, at its discretion, replace committee members who do not actively participate.
- ☐ Terms of office are effective at the close of the ISA annual conference.

Meetings

It shall be the goal of this committee to meet face-to-face at the annual conference and have at least two conference calls per year. Conference calls are to be scheduled as appropriate for educational program planning. Other business will be conducted via email.

ISA Staff Administrative Responsibilities

- ☐ ISA staff liaison will take and distribute notes to committee members in a timely fashion.
- ☐ Coordinate with the Certification Department to facilitate CEU scanning.
- ☐ Coordinate with EPS and IT to publish the proceedings online when appropriate.
- ☐ ISA staff liaison will create agendas and schedule meetings.