

Canadian Association for Global Health (CAGH) *Volunteer Policy for the Canadian Conference on Global Health*

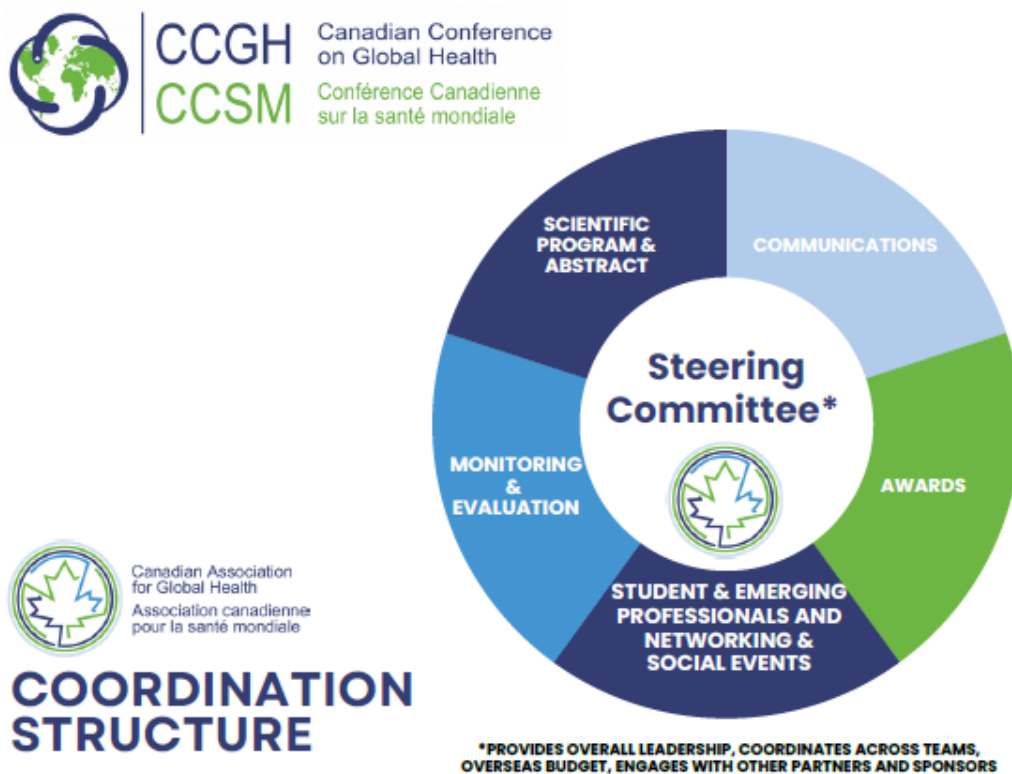
1. Introduction

The Canadian Association for Global Health (CAGH) deeply values the dedication and expertise of its volunteers, particularly those who provide their skills and leadership on the planning committee and critical teams for the Canadian Conference on Global Health (CCGH). This policy outlines the roles, responsibilities, and benefits for CCGH teams and committee volunteers to ensure a transparent and rewarding volunteer experience.

2. Overall CCGH Coordination Structure

Figure 1 outlines the coordination structure for the CCGH.

Figure 1. Coordination Structure



3. Steering Committee

The Steering Committee serves as the central hub, overseeing all conference activities and ensuring alignment between the various teams, the mission and vision of the Canadian Association for Global Health and the funders expectations. The committee provides overall leadership, coordinates work across teams, oversees the budget and engages with CCGH sponsors and partners. Committee members will actively promote the conference within professional networks to enhance visibility and participation, and to help identify potential sponsors and partners to support the conference. They will collaborate to identify and select a conference theme and help identify and invite keynote and plenary session speakers, ensuring diverse representation across disciplines and regions.

4. Steering Committee Membership

The Steering Committee will consist of the following members:

- Two conference Co-Chairs
- Chair of the Board of CAGH and at least one additional CAGH Board member (there may

- be more)
- At least one local representative from the conference hosting location
- At least one student
- At least one member from an LMIC
- The leads of the various teams will be invited to attend Steering Committee meetings when their work is active
- The paid conference planner, any part-time conference staff, or interns would also participate in the Steering Committee meetings when appropriate
- Representatives from key sponsors or partners involved in the CCGH may be invited to attend specific Steering Committee meetings as needed

5. Specific Roles of Conference Co-Chairs

The Co-Chairs of the CCGH will provide strategic direction and oversight for the Steering Committee. They will lead regular committee meetings, set agendas and ensure effective communication. The Co-Chairs will serve as the primary point of contact between the Steering Committee and CCGH Sponsors, CAGH leadership, and CCGH teams. They will address and mediate any issues or challenges that arise within the committee or among the teams. During the conference, the CCGH Co-Chairs will have the opportunity to address conference participants at both the opening and closing ceremonies. They will help determine future CCGH leadership, themes, locations, and the initial membership of the Steering Committee.

6. Specific Roles for CAGH Board Members on the CCGH Steering Committee

As CAGH is the organizational host of CCGH, it is important for the CCGH to align with CAGH's mission and vision and for effective communication between the Steering Committee and the CAGH Board. The Chair of the CAGH Board will be invited to all Steering Committee meetings and will attend where possible. At least one other current CAGH Board member will also serve as a Steering Committee member to ensure effective communication and alignment throughout all stages of CCGH planning, implementation, and reporting.

7. Specific Roles of Student, LMIC & Local Members on Steering Committee

Students, LMIC representatives, and local members of the CCGH Steering Committee may be assigned specific tasks (as with any other member). However, it is preferred that they also take on general advisory roles, ensuring that the issues and perspectives of trainees, LMIC and local participants are included in the overall planning of the annual CCGH.

8. CCGH Teams

Five specific teams help to carry out the work that makes CCGH possible. At least one Team Lead is identified each year to represent the team on the Steering Committee as needed. As outlined in Figure 1, these teams include:

1. **Scientific Program & Abstract Team:** This critical team is responsible for developing and implementing the conference's scientific program, including keynote addresses, plenary sessions, panels, workshops, and oral presentations. This Team collaborates with Steering Committee members to bring the conference theme to life through its scientific content. Members of this team have the opportunity to identify and invite potential speakers. Additionally, they oversee the development of the call for abstracts, help identify and coordinate abstract reviewers to develop the conference program. It also ensures that conference presenters receive a certificate of acknowledgement. The team assists in applying for Canadian Medical Education (CME) accreditation credits. They also ensure that presenters receive certificates of acknowledgment for their contributions. They will work with the D.E. Systems platform and staff to ensure an effective and positive abstract submission, review, and notification process. Two co-leads will be designated: one for the scientific content stream and another for the abstracts stream.
2. **Monitoring and Evaluation (M&E) Team:** The M&E Team works closely with Steering Committee members and the CCGH paid staff and interns to develop a system for tracking progress, measuring outcomes, evaluating, and reporting on the conference's success. An M&E Plan will be developed each year and will also align with funders' needs. At least one lead will be identified.
3. **Communications Team:** This team is responsible for internal and external

communications, including conference email, media relations, social media, and conference marketing. They are a critical team for advertising, celebrating the conference, and promoting specific aspects of the conference. The team works to build interest among potential volunteers, attendees, and sponsors from local to international. Conference participants can request invitation letters directly in the D.E. Systems conference software, however, the Communications Team assists people with concerns related to conference travel and VISA applications where possible. Two co-leads will be identified.

4. **Student & Emerging Professionals and Networking & Social Events (SEP):** The SEP Team collaborates closely with the Steering Committee and other conference teams to ensure that students and emerging professionals have opportunities to meaningfully participate and engage in CCGH. The SEP Team is responsible for developing, coordinating, and promoting activities and opportunities tailored to students and emerging professionals, including mentorship programs and targeted programming. Because networking is a central objective of CCGH, the SEP Team will also lead the development and execution of dedicated networking and social events for both in-person and virtual CCGH attendees. These events will be structured to foster meaningful connections, professional growth, and community building. Two co-leads will be identified, with one co-lead based in the conference host city to support local partnership development, onsite logistics, and city-specific programming.
5. **Awards Team:** This team will manage the annual process for the CCGH/CAGH awards presented at the conference. Awards include Lifetime Achievement awards, the Vic Neufeld Mentorship award, poster awards, LMIC scholarships, and any others awarded from time to time. Two co-leads will be identified to oversee the Awards Team.

9. Time Commitment

- **Steering Committee Members:** It is anticipated that Steering Committee members will dedicate approximately 40 to 60 hours to advance planning and promotion of the conference, plus an additional 3 to 5 days for on-site or virtual activities during the conference. Time commitments may vary depending on the size and scope of the conference as well as the number of volunteers and event staff available each year. Bi-weekly meetings are expected for the 3 to 4 months leading up to the conference.
- **Co-Chairs:** Due to their additional leadership responsibilities, Co-Chairs can expect a greater time commitment, including more frequent meetings and strategic planning sessions.
- **Other Team Members:** The required time commitment for each team member varies based on the nature of each team's activities. Some team activities may take place earlier (or later) than others. Team members should be prepared to dedicate 2 to 3 hours per week in the lead-up to the conference, with some individuals also being more active in the days immediately before, during and/or after the conference. Time commitments should be discussed at the beginning of any volunteer engagement, with a general expectation of 3 to 5 hours per month before the conference.

10. Overall Expectations of Volunteers

Overall, once a volunteer commits to the role, they are expected to attend scheduled meetings and actively contribute to discussions and tasks. It is important for volunteers to complete their assigned tasks promptly to ensure the conference planning progresses smoothly. All volunteers commit to fostering an inclusive environment and promoting positive, diverse representation across all aspects of the conference. They should also act as positive ambassadors for CAGH and CCGH in all of their activities. To maintain transparency and trust, volunteers must declare any potential conflicts of interest. If a volunteer's commitment changes at any point, they should inform the CCGH Co-Chairs so that their duties can be managed effectively and the conference's implementation is not impacted. All volunteers should communicate with their Team Lead or members of the Steering Committee if they need support or have any concerns regarding their volunteer role.

11. Volunteer Benefits

In recognition of the invaluable contributions that volunteers make to the CCGH annually, the following benefits are shared:

- **Professional Development:** Steering Committee and Conference Team members will have many opportunities to enhance leadership, management, and communication skills.
- **Networking:** Steering Committee and Conference Team members will have access to a broad network of professionals in the global health community.
- **Recognition:** All recognized volunteers will receive formal acknowledgment of their contributions in conference materials, before, during and after the conference. If a specific volunteer role title is appreciated, this can be formally recognized as well (e.g., CCGH Virtual Experience Team Lead). Letters of reference can also be requested. All general volunteers who contribute at least 15 hours to the conference will receive a certificate of appreciation and a \$50 discount on conference registration (virtual or in-person). Conference Co-Chairs will receive full complimentary registration and will have their conference travel and accommodation covered if required. Active Steering Committee members and recognized Team Leads or Co-Leads will receive a 50% discount on their conference registration fee. To qualify for this benefit, Steering Committee members must attend the majority of Steering Committee meetings, actively contribute to the committee's work, and be approved by the CCGH Co-Chairs. Team Leads or Co-Leads must be approved by the CCGH Co-Chairs and must fulfill their expected role successfully.

12. Volunteer Application and Selection Process

The CAGH Executive, Conference Planner, and previous CCGH Co-Chairs help guide the selection of conference dates and location, and the acquisition of funding, typically 1-2 years in advance. In January of each year, the previous year's CCGH Co-Chairs, Conference Planner, and CAGH Board Chair will convene the initial Steering Committee. Invitations will also be sent to at least one student, an LMIC resident, a local resident, and a CAGH Board member. This group will meet to discuss a potential theme, early funding requests and the process for building the complete Steering Committee and CCGH Teams. Interested volunteers are invited to complete a Google form outlining their experience and motivation for volunteering. They should indicate any specific roles they are interested in. The initial Steering Committee will review applications and invite members to constitute the various CCGH Teams (see Figure 1) based on relevant experience, interest, availability, and capacity.

13. Term Duration

Volunteers typically commit to a single CCGH. They would likely be involved during the planning (as early as January prior), implementation (typically late October annually), and evaluation phases (completed within 3 months of the end of the conference). Members may request to continue serving in subsequent years, subject to approval, performance, capacity, and mutual agreement with the following year's initial Steering Committee.

14. Conclusion

CAGH is committed to providing a supportive and rewarding environment for its volunteers. This policy aims to ensure that volunteers involved in the annual Canadian Conference on Global Health clearly understand their roles, responsibilities, and the benefits they are entitled to. We hope this document provides clarity and fosters greater collaboration to convene a successful international meeting every year.