



## Responsibilities of the Co-Chairs & Program Committee

### ROLE OF CO-CHAIRS/CHAIR

To provide leadership and guidance to the BCKD Planning Committee and work in collaboration with BCPRA staff to ensure the smooth execution of the BCKD conference. BCPRA appoints a co-chair from the renal care community and BCT appoints a co-chair from the renal transplant care community.

- Lead a face-to-face planning committee meeting early in the planning cycle
- Lead monthly planning committee teleconferences
- Help ensure adequate cross-discipline representation on the BCKD Program Committee, helping recruit members if necessary
- Ensure session leads are on schedule with speaker recruitment and session development
- Assist with the accreditation process, including overseeing the completion and submission of the application form for Accreditation of the Conference by the Royal College of Physicians and Surgeons of Canada, via the CSN
- Assist the BCPRA Project Manager to manage programming issues as they arise
- Attend BCKD, provide opening and closing remarks, make announcements and introductions, and present poster awards (or appoint someone else)
- Attend the annual nephrologists' dinner
- Participate in the BCKD debrief

**N.B. This is not an administrative role, the primary role of the chairs is to develop a concrete program.**

### ROLE & RESPONSIBILITY OF PROGRAM COMMITTEE

To collectively develop the BCKD program, including: theme, specific sessions, speaker recruitment and liaison.

- Review the evaluation results from the previous year in order to prioritize session themes and topics for the current year
- Attend monthly teleconferences (or majority of)
- Attend 1 face to face meeting (where at all possible)
- Represent their discipline on the Committee by ensuring the interests of their field are included on the program.
- Must be directly involved in the planning and execution of one or more plenary or concurrent sessions related to their field. This includes, but is not limited to, chairing a session, contacting and confirming respective speakers and liaising with BCPRA to ensure all necessary information is gathered from speakers for the program.
- Update the committee on monthly teleconferences and following deadlines on the status of their sessions and speakers.