



**7TH INTERNATIONAL OFFICE
PROFESSIONALS SUMMIT**
(28 June—3 July 2009)

*“REACHING FOR THE STARS ... THE SKY IS
THE LIMIT”*

INTERNATIONAL ADVISORY COMMITTEE
(Membership and Terms of Reference)

Membership

| | |
|---|-----------------------------|
| Leanne Fisher (Australia) | Co-Chair |
| Jennifer Francis-Taylor (Trinidad and Tobago) | Co-Chair |
| Africa | Ms Grace Kaye (Ghana) |
| Asia | Ms Homai Mehta (India) |
| Australia | Ms Kate Casson |
| Europe | Ms Heli Puputti (Finland) |
| | Ms Karen Nanninga (Germany) |
| New Zealand | Mr Friday Rountree |
| | Ms Eth Lloyd |
| South Africa | Ms Rene Potgeiter |
| Trinidad and Tobago | Ms Carol Joseph |
| United Kingdom | Ms Linda Barton |
| | Ms Sue Cook |
| United States of America | Ms Barbara Horton |
| | Mr Don Bretthauer |

Terms of Reference

- (1) Formulate a standard Disciplinary Procedure/Code of Conduct for Office Professionals and its dissemination to countries.
- (2) Assist the host country in structuring the Agenda to allow some “pre-homework” which allows Delegates to feed information back to the Committee prior to travelling to the International Office Professionals’ Summit to enable discussion and debate.
- (3) Source plenary speakers and facilitators, including consideration of recommendations from the Local Organising Committee.
- (4) Manage the process of calling for topics and abstracts for the Agenda.

- (5) Assist in the review of the Word Strategic Plan, which was developed at the 2006 International Office Professionals' Summit.
- (6) Manage the process of submission of Bids to host the International Office Professionals' Summit.
- (7) Keep up the impetus between Associations from Summit to Summit.