



**7<sup>TH</sup> INTERNATIONAL OFFICE  
PROFESSIONALS SUMMIT**  
(28 June—3 July 2009)

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

**LOCAL ORGANISING COMMITTEE**  
**(Membership and Terms of Reference)**

**Membership**

1. Gainer Maharaj (President 2006-2007)
2. Carol Ann Crossley (Chair)
3. Sybil Jack Valentine (Secretary)
4. Charon Maxime
5. Tammy Yates
6. Carol Joseph
7. Josephine Marchan
8. Patsy Ransome
9. Susan Phillips
10. Ann Marie Nanda Francis
11. Eileen Blackman

**Terms of Reference**

- (1) Liaise closely with the International Advisory Committee through the Co-Chairs.
- (2) The Local Organising Committee selects the theme and logo for the International Summit being hosted.
- (3) Selection of an appropriate venue.
- (4) Carry out all logistical arrangements associated with organising an International Summit —
  - (a) Development of Registration Brochure, including visa information, accommodation information and ground transport information.
  - (b) Development of Online and Onsite Registration through the International Summit website, including managing payments etc.
  - (c) Catering services.
  - (d) Announcements — electronic and printed.

- (e) Establishment of a Secretariat and management of various contracts.
  - (f) Plan and organise fundraising activities for the International Summit.
  - (g) Arrange exhibits, if desired.
- (5) Implementation of the Agenda set down by the International Advisory Committee, including the selection of guest speakers and providing Minute Takers for the International Summit.