

## *Terms of Reference*

**NAME:** The Committee shall be called the Events Committee.

**STATUS:** The Events Committee is a standing committee of the Board of Directors. The Events Committee makes any recommendations directly to the Board of Directors.

**MANDATE:** The purpose of the Events Committee is to oversee the annual social and networking events of the Association including the annual Core Energy Conference. It works with the Board of Directors and staff to develop the appropriate number of activities throughout the year and ensure that each event is successful both in financial and quality terms.

**MEMBERSHIP:** The Events Committee shall consist of:

- Chair of the Committee (who must be a member of the Board of Directors);
- Up to three other members of the Board of Directors:
  - The Chair of the Core Energy Conference Programming Sub-Committee;
  - The Chair of the Core Energy Conference Sponsorship Sub-Committee, and;
  - The Chair of the Golf Sub-Committee
- Each of the Chairs of the Sub-Committee must be a member of the Board of Directors;
- Up to four other members of the Association;
- Up to six other members of the Association on each of the Sub-Committee's.

**RESOURCES:** The Communications & Events Coordinator

**MEETINGS:** The Committee shall meet at least three to four times a year, and the Sub-Committees may meet more often at the call of the Sub-Committee Chair.

**QUORUM:** Fifty percent plus one shall constitute a quorum.

**FUNCTIONS:**

1. To oversee the Association's social and networking events including the Core Energy Conference;
2. To provide direction and support to the Board of Directors and staff on event activities;
3. To recruit volunteers for Committee and Sub-Committee's;
4. Assist with the development of sponsor value packages;
5. Assist with developing lists of potential speakers; sponsors and delegates at events;
6. Approach potential speakers, sponsors and delegates to obtain their support;
7. Provide support to staff.

**REPORTING:** The Committee shall report to the Board of Directors; the Sub Committees should report to the Chair of the Events Committee.

Approved by the Board of Directors: February 27, 2017