

Terms of Reference

NAME: This 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 assist in the planning and implementation of Association Events including but not limited to the annual conference. It works with the Board of Directors and staff to ensure that the Association events are successful both in financial and quality terms. The committee will be tasked with assisting in the three categories of:

- Developing event content;
- Sponsorship and ticket sales; and
- Communications.

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, and;
- Up to 8 other members of the Association, in good standing.

RESOURCES: Events and Communications Coordinator & CEO

MEETINGS: The Committee shall meet at least four times a year.

QUORUM: Fifty per cent plus one shall constitute a quorum

FUNCTIONS:

1. To oversee the Events and to identify key issues of interest to the Board;
2. To provide direction to the staff and Board of Directors;
3. Assist with developing lists of potential speakers; sponsors and delegates at events;
4. Approach potential speakers to speak at the events
5. Assist in selling sponsorships for the events and encourage people to attend events and;
6. Provide support to staff on specific tasks and issues.

REPORTING: The Committee shall report to the Board of Directors.

Reviewed by the Board of Directors: Under Review

Approved by the Board of Directors: Under Review