

EVENTS COMMITTEE
TERMS OF REFERENCE

NAME	Skate Ontario Events Committee
PURPOSE	<p>The Events Committee is an operating committee that will provide support to the Event staff at an operational level as determined by the Manager, Events and Operations.</p> <p>Upon request, the Committee shall consult with and provide advice to the Manager, Events and Operations on event related issues.</p>
SPECIFIC AREAS OF RESPONSIBILITY	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> • Review and provide input into the event bid application process • Review and evaluate event bid applications annually, to confirm host clubs for the coming season. • Coordinate the execution of Special Olympics competitions • Coordinate the execution of OUA competitions • Other responsibilities as required by the Manager, Events and Operations • Adhere to Operating Committee Work Plan tasks and deadlines. Work Plans will be developed in consultation with each Lead.
COMPOSITION	<p>The Events Committee shall be made up of a core group of five (5) individuals including the Chair.</p> <p>Core competencies of committee members will include:</p> <ul style="list-style-type: none"> • Event Hosting Experience at Provincial or club level • Special Olympic event hosting experience • OUA event hosting experience • Synchro event hosting experience <p>The Chair shall serve a 2-year term, which may be renewed at the discretion of the Manager, Events and Operations. The Chair will be appointed by the Manager, Events and Operations. A Chair can be appointed for a maximum of 3 consecutive terms on the committee.</p> <p>Committee members shall serve a 2-year term, which may be renewed at the discretion of the Manager, Events and Operations. The term of 50% of the members will expire in even years, 50% will expire in odd years. A committee member can be appointed for a maximum of 2 consecutive terms.</p> <p>Regular attendance and full participation in important elements in the functioning of this committee. If a member is unable to fulfil their commitment, the Manager,</p>



	<p>Events and Operations in consultation with the Chair may determine a replacement. The replacement will be confirmed by the Director, Finance and Operations.</p> <p>Committee members will be appointed by the Manager, Events and Operations in consultation with the Chair and Director, Finance and Operations.</p>
MEETINGS / TIMEFRAME/ REPORTING/ DEADLINE	<ul style="list-style-type: none"> • The Committee will meet as needed, but at a minimum of two (2) times a year, at the request of the Committee Chair or Manager, Events and Operations. • The Committee will report to the Manager, Events and Operations through the Chair • Meeting notes of committee meetings will be recorded by Skate Ontario staff and circulated within seven (7) calendar days of the committee meeting.
APPROVAL REVIEW DATE	<p>Approved on: August 27, 2018</p> <p>Approved By: Lisa Alexander</p>

