

EVENT TECHNICIAN COMMITTEE

TERMS OF REFERENCE

NAME	Skate Ontario Event Technician Committee
PURPOSE	<p>The Event Technicians Committee is an operating committee that will support the recruitment, development and assignment of music and announcing resource volunteers across Ontario.</p> <p>Upon request, the Committee shall consult with and provide technical advice to the Manager, Events and Operations.</p>
SPECIFIC AREAS OF RESPONSIBILITY	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> • Assist in developing an annual budget for Event Technician training and equipment needs • Organize music and announcing support for designated events annually – site visits, event teams, equipment, logistics • Assign, invite, and schedule music & announcing support for each of the designated competitions • Develop and recommend training and continuing education for all Event Technicians • Manage the current inventory of music equipment make recommendations for upgrades and continue to develop new technologies to support Skate Ontario events • Adhere to Operating Committee Work Plan tasks and deadlines. Work Plans will be developed in consultation with each lead.
COMPOSITION	<p>The Event Technician committee shall be made up of a core group of five (5) individuals including chair. Committee members shall possess at least one of the following key skills:</p> <ul style="list-style-type: none"> • Experience preparing and running the music library for provincial level events • Experience announcing at provincial level events • Experience with setting up music and announcing equipment for multi arena events • Experience training individuals on technical programming • Experience training announcers at the provincial level <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,</p>



	<p>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 Director, Finance 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 meetings and project sub-groups are important elements in the functioning of this committee. If a member is unable to fulfil their commitment, the Manager, Events and Operations in consultation with the Chair may determine a replacement.</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 (either in person or via conference call) at the request of the Committee Chair or Manager, Events and Operations. • The Committee will report through the Chair, to the Manager, Events and Operations. • 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>

