



## **FESTIVAL & EVENTS COMMITTEE TERMS OF REFERENCE**

**Type of Committee:** Standing Committee reporting to the Board of Directors (hereafter referred to as ‘the Board’) and meet Monthly.

### **General Purpose:**

The Festival & Events Committee is a standing committee with goals of insuring the development and successful operation of a program to facilitate the planning, scheduling, organizing, officiating and hosting of the annual Ski & Snowboard Festival and all other events. The work of the committee will be fully aligned with the goals of CADS as identified in the strategic planning.

### **Key Duties and Responsibilities:**

1. Developing committee goals to achieve festival and other event goals for the coming year.
2. Planning and conducting events on behalf of CADS that include the evaluation of their viability and effectiveness.
3. Planning and implementing the annual ski and snowboard Festival. maintaining the festival website.
4. Steward sponsors and donors and collaborate with the sponsorship committee for event opportunities and fund development.
5. Aid the Technical Committee in the planning of precourse(s)
6. Identifying opportunities for additional events and if they will provide further opportunities to enhance CADS profile / volunteer and instructor retention within the community.

The Festival and Events committee may strike sub-committees as required; for example, a sub-committee to plan and implement the ski and snowboard Festival, precourse or a silent auction. Sub-committees shall report to the committee.



### **Committee Composition**

- The Committee shall consist of up to three (3) Board Directors appointed by the CADS Board of Directors.
- At the discretion of the Committee Chairperson, resources, including resources from outside the organization may be secured by the Committee on an ad hoc basis to assist it in effectively delivering its mandate.
- The CADS President is entitled to attend Committee meetings in an ex-officio capacity.

### **Committee Meetings**

- The committee shall meet at monthly with dates established by the Committee Chair.
- Additional meetings to be determined and scheduled, as required, by the Committee Chair.
- Meetings should occur at least one week in advance of full Board meetings to allow sufficient time for preparation and circulation of materials.
- Quorum is a simple majority.

### **Roles and Responsibilities**

- The Committee Chair organizes, presides over, provides a report at each Board meeting as appropriate, and ensures minutes of the meetings are prepared and shared with the Board in a timely manner. Committee members attend all scheduled meetings, diligently review all materials, and provide constructive recommendations as appropriate.
- Additional attendees may be invited at the Committee Chair's discretion.

**The preceding are the Festival & Events Committee Terms of Reference in their entirety. Changes to these Terms of Reference can only be made with the approval of the full Board.**

TOR record

Approved by:	Ed Shaw
Date:	April 25th , 2022