



# Squamish Paddling Club

## Events Committee Terms of Reference

<i>Purpose</i>	<p>The mandate of the Events Committee is to assist SPC in the planning, coordination and executing upto 3 fundraising activities in support of the programming and activities of the club. In particular, the Committee will, on request or with the permission of the Board, run the annual Reel Paddling Film Festival and the Canadian Downwind Championships.</p> <p>The committee will also establish and foster on-going relationships with our agency partners and third party event partners and committees, building our network, and developing roles for some of our skilled volunteers.</p>
<i>Objectives</i>	<ul style="list-style-type: none"> <li>• Assume the lead for event activities, such as membership recruitment, liaising with co-hosts, event logistics, etc.</li> <li>• Advise the Board on significant event matters.</li> <li>• Identify and maintain a list of existing and potential sponsors and funders for events.</li> <li>• Assist Board Members in managing interactions with sponsors/funders - obtaining funds or in-kind services, thanking sponsors/funders in writing</li> <li>• Inform and consult with the Club Safety officer to review / sign-off on safety plans</li> <li>• Provide input to the Risk Register for risks specific to events.</li> <li>• Provide recommendations on future events or alternative events to the exec.</li> <li>• Run only events approved by the exec.</li> <li>• Stick within the budget approved by the board for events.</li> </ul>
<i>Committee Composition and role responsibilities</i>	<p>The Committee is headed by one Chair. Any member or non-member is eligible to join the Committee upon approval by the board. A request for nomination may be sent to the Chairs of the Committee.</p> <p><b>Chair</b></p> <ul style="list-style-type: none"> <li>• The Chair position will be recruited by the board and will fill a minimum two (2) year term.</li> <li>• Chair committee meetings.</li> <li>• Recruit appropriate number of committee members, with the appropriate skill set and background</li> <li>• Encourage and support Committee Members in their roles</li> <li>• Assist the Exec in the solicitation of Board members as required</li> <li>• Track and monitor event success based on reports received from the Treasurer</li> <li>• Support the development of the clubs’ flagship event “Canadian Downwind Championships”</li> </ul> <p><b>Vice Chair &amp; Volunteer Co-ordinator (Club President)</b></p> <ul style="list-style-type: none"> <li>• Take on duties of Chair when they are not available.</li> <li>• Understand all aspects of the chair – training to be the next chair.</li> </ul>

	<ul style="list-style-type: none"> <li>• Recruit and co-ordinate volunteers for the events based on the planned volunteer demand.</li> <li>• Arrange volunteer appreciation events after the events.</li> <li>• Arrange volunteer swag / uniforms so they are clearly identifiable.</li> </ul> <p>Event Logistics Manager</p> <ul style="list-style-type: none"> <li>• Permits, venues, licences and insurance</li> <li>• Work with Safety manager to ensure safety concerns are identified and appropriately mitigated.</li> <li>• Work with club’s agency Contacts (CORA Rep and CKBC contact) as appropriate to ensure events are appropriately sanctioned.</li> <li>• Arrange food and beverage aspects of the event.</li> </ul> <p>Committee membership will be evaluated annually.</p> <p>Treasurer (Clubs Treasurer – not a committee specific one)</p> <ul style="list-style-type: none"> <li>• Provide reporting to the committee that is driven from SPC ledger</li> <li>• Draft cheques &amp; drafts for payment related to events</li> <li>• Deposit cheques and cash received from events</li> </ul> <p>Safety Officer (Clubs Safety Officer – not a committee specific one)</p> <ul style="list-style-type: none"> <li>• Arranging road signs / markings &amp; training for volunteers to ensure safe road crossings and parking arrangements.</li> <li>• Work with RCMSAR to develop a robust water safety plan for events</li> </ul>
<p><i>Meetings</i></p>	<p>The Committee will try to hold a meeting every month, mid-month. Additional meetings may be held at the discretion of the Chair.</p>
<p><i>Reporting Relationship</i></p>	<p>The Committee will report on a monthly basis to the SPC Board through the Secretary. The Committee will report to the Membership at the Annual General Meeting</p>