



**APPENDIX 25-36**  
**TERMS OF REFERENCE - BID REVIEW COMMITTEE**

Name	<b>Bid Review Committee (Events)</b>
Mandate	The Bid Review Committee is a standing committee of the Canadian Lacrosse Association (CLA). It is responsible for providing leadership and evaluation of interested event hosts to bid on international events. It is responsible to make formal and technically sound recommendations to the Board of Directors in support of Canadian bids to the FIL.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Send out reminders for call for bids and maintain the FIL bid deadlines section of the CLA website up to date;</li><li>• Receive intents to bid from interested parties for FIL major international events</li><li>• Receive interim bids from potential event hosts;</li><li>• Design and prepare a standardized bid review template and process to evaluate and score each bid in the most objective manner possible;</li><li>• Review interim bid documents using the above bid review template;</li><li>• Make recommendations to the Board of Directors as to the ranking and rationale for selecting a particular future host;</li><li>• Work with the potential host to complete a detailed final bid document to submit to the FIL;</li><li>• Secure CLA-Event Host agreements prior to the final submission of the bid;</li><li>• Communicate with the potential or selected event host throughout the process.</li></ul>
Authority and Term	<p>The Committee is an advisor to the CLA Board on matters related to international level event bids</p> <p>The Committee will remain active but will only be required to meet each time there is an international bid deadline.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"><li>• Director of HP and International Relations (Chair)</li><li>• Director of Marketing and Communications</li><li>• Sector Chair of the applicable discipline of the event (Box, Men's Field or Women's Field)</li><li>• CLA Executive Director</li><li>• CLA Communications and Marketing Coordinator (ex-officio)</li></ul> <p>Note: The President may or may not sit on the committee depending on the timelines involved; the complexity of the bid situation, to ensure a fair and objective evaluation process. He/she will review the information prior to having it brought forward to the Board for approval.</p>
Meetings	The Committee will meet by telephone or through email exchange, as required. Meetings will be at the call of the Chair.

Resources	The Committee will receive the necessary resources from the CLA to fulfill its mandate. The Committee will receive administrative support from the CLA National Office.
Reporting	The Committee will report to the Board of Directors at the time of a required proposal, or they will report at the next scheduled Board of Directors meeting; based on critical time restraints or deadlines.
Approval and Review	These Terms of Reference were prepared and approved by CLA Board on July 27, 2015. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required. Any changes require Board approval.
Other	Any provisions of the CLA's Bylaws and Regulations as they relate to the Standing Committees will also apply.