

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

SPECIAL EVENTS COMMITTEE

TERMS OF REFERENCE

Approved: 24 July 2007

1.0 PURPOSE

The Special Events Committee is responsible for the effective organization and administration of special events, providing relevant advice and support to the Executive Committee and responding to direction provided by the Executive Committee.

2.0 REPORTING RELATIONSHIP

The Special Events Committee shall report to the Executive Committee through the Chair or other persons appointed, from time to time, by the Chair.

3.0 AUTHORITY

The Chair shall have authority to undertake tasks and spend funds consistent with the direction provided by the Executive Committee and Association policies and procedures.

The Chair may delegate specific authorities, in writing, to another committee member.

4.0 RESPONSIBILITIES

The Special Events Committee is responsible for overseeing the organization and administration of special events including, but not limited to, Association tournaments, three-on-three tournaments, Esso Fun Days and the year-end awards ceremony by:

- Reinforcing the Association Vision, Mission, Values and Operating Principles;
- Ensuring that all special events are undertaken in a manner consistent with Association policies and procedures;
- Advertising Association tournaments and soliciting out-of-town teams to participate in them
- Developing a standardized approach to the preparation, scheduling, structure, and administration of each event;
- Ensuring that all relevant personnel are engaged in the planning of the event and are available to undertake their assigned duties.
- Ensuring that all relevant personnel clearly understand their assigned duties.
- Identifying volunteer and other resource needs for each event
- Developing event budgets, as appropriate.

5.0 MEMBERSHIP

Chair: Director, Special Events

Assistant Chair: A Director, Executive Committee

Appointee No. 1

Appointee No. 2

Governors will participate as required.

Additional members may be added, from time to time, upon approval of the Executive Committee.

The Committee shall conduct its business according to the Executive Committee Operating Procedures.