

# Terms of Reference

WCCSC Nordic Spring Festival Organizing Committee

## **Goal of the committee:**

Assist the manager in the organization of the Nordic Spring Festival.

## **Members:**

- The club manager will be part of this committee and will be leading it.
- Other community members will be invited to join the committee.
- In order to keep the committee efficient and meeting schedule easy, the total number of committee members will not exceed 6 people. If the committee' lead receives more than 5 expressions of interest, selection will be made by the club manager based on previous experience and motivation of the candidates.

## **Process**

- The committee will be meeting once a month at a convenient time for all members (in person or online)
- A presentation of the event and its goal will be presented at the first meeting
- Tasks will be assigned to each committee member after discussion and brainstorming session
- Communication with the club manager will be available

## **Deliverables**

The Nordic Spring Festival for March 30, 2024.

- Inclusive to all community members
- Promotes and celebrates nordic sports and active living.
- Build relationships with other organizations and businesses

A post event report to provide to the Board of Directors

## **Scope / Jurisdiction**

The committee may undertake research, contact outside organizations or resources, meet with club managers to seek their views, recruit new committee members or advisors, seek expressions of interest from service providers and seek proposals for contractual services.

## **Resources and Budget**

- The 2023/24 budget doesn't have an Nordic Spring Festival specific item and expenses will be taken from the 'Event' category. Other events are happening so the club manager will be responsible for managing the budget and bring any unbudgeted expenses to the board of Director of the Ski Club for approval.
- Any expenses will have to be approved by the club manager
- To the extent possible, the committee will operate by consensus. If consensus cannot be reached, the committee will make decisions by simple majority vote. In the event of a tie vote, the matter will be referred to the club manager.

- All members of the committee have an equal voice. The committee lead's role is to call and chair meetings, ensure the committee's work is proceeding in a timely manner and serve as the main liaison with the Board if needed.

**Additional Notes**

- The committee will meet in person, by phone or Google meet. E-mail will be used to coordinate meetings and share information. Substantive discussion leading to decisions should occur only at meetings.
- The committee will store all information in the Nordic Spring Festival folder on the WCCSC's Google Drive.