



Events Committee

TERMS OF REFERENCE

Committee Name: Events Committee

Type: Standing Committee

Chair: Christy Komar

Board Liaison: Christy Komar

Responsible To: Livingston Community Association Board of Directors

Purpose: To create regularly occurring events in order to engage members of the community.

Core Values for Guiding the Committee:

- We value a culture of mutual respect, diversity, excellence, collaboration and learning.
- We value a culture of “appreciative inquiry” which includes valuing innovation.
- We value all roles of governance: fiduciary, strategic and generative.

Authority: Active Agent

Timeframes, Reporting and Deadlines: Minimum 8 times per year via a monthly meeting, held typically at 7:00 pm on the second Friday of the month. Monthly reports will be submitted to the Board.

Composition:

- Board Chair
- Association President
- Any interested member of the Association
- Any interested member of the Community

Staff Support: None

Other Resources:

- Expert: City of Calgary Neighbourhood Partnership Coordinator
- Budget: Yearly pre-approved budget, submitted during the development of the Associations yearly budget, for planning and carrying out events or any other associated costs.
- Volunteers: Volunteers from the community are needed to successfully run planned events.
- Other: Support from the Communications committee to promote planned events.
- Other: Support from the Safety committee to promote community safety to event attendees.
- Other: Support from the Membership committee to promote membership in the Association to event attendees.
- Other: Partnering with the Homeowners Association to engage the community through events and communications.

Communication with Board Through: Board liaison through monthly board reports.

Specific Areas of Responsibility:

- Develop and plan all community events.



- Encourage volunteerism by involving community members in planning, development and implementation of events.
- Liaise with local businesses, other communities and local government authorities to ensure their involvement and knowledge of our events.
- Create material to promote events and hand off to the Communications Committee to communicate through appropriate channels.
- Research and engage sponsorship opportunities including any grants and funding contribution programs available.
- Work with the Finance Committee on grant applications as required.

Approval/Review Date: November 29, 2021