



## Sports Committee

### TERMS OF REFERENCE

**Committee Name:** Sports Committee

**Type:** Standing Committee

**Chair:** Gautier Djeukam

**Board Liaison:** Gautier Djeukam

**Responsible To:** Livingston Community Association (LivCA) Board of Directors

**Purpose:** To create, organize and coordinate engaging sports activities responding to community aspirations and needs. Population target is made up of children, youth, adults, and elders.

#### Core Values for Guiding the Committee:

We value

- people's health, wellbeing, and safety
- diversity, dynamism, and participation.
- Honesty, Fairness, Collaboration, partnership, and community spirit.

**Authority:** Active Agent

**Timeframes, Reporting, and Deadlines:** Sport's activities will be held in summer and potentially in winter. The sport's committee will hold its meetings every 3<sup>rd</sup> Thursday of the month, typically at 6:30 PM. Monthly reports will be submitted to the Board.

#### Composition:

- Board Chair
- President of LivCA
- Any interested member of the LivCA
- Any interested community member

**Staff Support:** None

#### Budget:

- Yearly pre-approved budget, prepared in collaboration with the finance committee, will be submitted during the development of the LivCA yearly budget.

#### Other Resources:

- Expert 1: City of Calgary Neighbourhood Partnership Coordinator
- Expert 2: Ward 3, Calgary, Constituent liaison
- Other: Homeowners Association (HOA) to engage the community through events and communications.
- Volunteers: Volunteers (within or outside of the community) might be needed to successfully run planned events.
- Others: Support from the Communications committee to promote planned events, from the Safety committee to promote community safety to event attendees, and from the Membership Committee to promote membership in the Association to event attendees.



**Communication with Board:** Board liaison through monthly committee reports.

**Specific Areas of Responsibility:**

- Develop and plan for community sport's activities every year.
- Develop a budget for community sport's activities every year.
- Liaise with sport's organizations, local businesses, other communities, and other local resources to ensure sport's activities are successful and impactful.
- In collaboration with the Communication Committee, create communication materials and promote sport events through appropriate channels.
- Research and engage sponsorship opportunities including any grants and funding contribution programs available.
- Encourage volunteerism by involving community members in planning, development, and implementation of sport's events.
- Work with the Finance Committee on grant applications as required.

**Approval/Review Date:** January 31, 2022