



TERMS OF REFERENCE VOLUNTEER DIRECTOR AND CHAIR of the EVENTS COMMITTEE

Date Approved: June 20.23

Vision:

In the spirit of the Famous 5, we champion the advancement of women and girls.

Mission:

To build a society without boundaries for women and girls.

Mandate:

To maintain and grow the Famous 5 Foundation (F5F) profile and financial strength on a local, provincial and national level through a variety of channels.

Accountability:

This Director and Chair is responsible to the Famous 5 Foundation Board of Directors but liaises on a regular basis with the Chair and the Chief Executive Officer.

Authority:

The Committee shall operate under their mandates as approved by the F5F Board. They will report their recommendations to the Board.

Responsibilities:

1. Engage in activities that demonstrate a commitment to the Vision and Mission of the F5F.
2. Operate within the policies and guiding principles established by the F5F Board.
3. Comply with Guidelines for Committees policy.
4. Develop and submit an Event Plan and Budget for approval to the F5F Board on an annual basis or as needed prior to an event.
5. Provide written reports as part of the F5F Board Meetings.
6. Keep a permanent record book of committee meeting notes including relevant documents to be passed to the next Chair.
7. Provide a final report and financial statement for the event/project within one month of completion.
8. Attend the AGM in person.

Limits:

- All contracts to be discussed with the CEO and then submitted to the Board for approval and to the CEO for her signature.
- Copies of all contracts and grant applications must be provided to the Board.

Functions:

1. Define and implement annual Event Plan and Budget focused on education and inspiration including in-person and virtual events which ensure the growth of profile and financial viability of the F5F.
2. Most events should occur on a national level.
3. Identify funding from approved individuals, governments, foundations and corporations.
4. Assist with asks and applications.
5. Maintain a balanced budget.
6. Build an effective Events Committee in conjunction with the CEO.
7. Assist with defining F5F's communication messages.
8. Define and inform needs for outside agency and/or supplier relationships.

Membership:

- The Chair must be appointed by the F5F Board after becoming a volunteer F5F Director.
- At least 2 additional Committee members appointed by the Chair of the Board
- Chief Executive Officer

Meetings:

- At the call of the Chair at mutually agreed times.
- A simple majority of committee members constitutes quorum for the Committee.

Term:

- The Chair shall have a term of office of 1 year renewable to a maximum of 5 years.
- The Chair's terms must be approved by our Board of Directors.
- Committee members shall have a term of office of 1 year with a maximum of 5 years.
- Renewed terms are approved by Chair of the Committee.

Attachment:

- Guidelines for Committees

Please submit your CV and letter explaining why you should be our Volunteer Director of Events by Wednesday, October 25, 2023 to admin@famous5.ca