



- Name: **Events Committee**
- Authority: The Events Committee was established by the board of directors of the Coaldale and District Chamber of Commerce. These terms of reference were defined on September 30, 2019 and are to be reviewed at least every two years.
- Purpose: The Events Committee exists to communicate with local residents and other non-Chamber members
- Membership: The Chairperson of the Events committee will be an elected member of the board of directors and is appointed to the committee chair by the Chamber President. The members of the committee are selected by the committee chair and are to be general Chamber members. Volunteers from the general public may be utilised for specific tasks.
- Term: Each Committee member, including the chair, will serve for a term of one year.
- Duties:
1. Prepare and organize an annual awards night
 2. Prepare and organize member or community members appreciation
 3. Search for opportunities to create new events that will benefit the members of the Chamber or the Community
 4. Organize and manage such events
 5. Participate in local Community events (Parades etc.)
 6. To prepare a budget for the committee, outlining both projected revenues and expenses, and submit this to the Board of Directors for approval as part of the Chamber budget process
 7. To follow the budget as approved
- Meetings: Meetings of the Events Committee will be held on an as needed basis, as determined by the chairperson. The chairperson is responsible for the agenda and minutes are to be recorded. These minutes (report) should be provided to the Board of directors for the next available board meeting.
- Reporting: A monthly report is to be submitted to the Board of Directors.