

# **DANCE NOVA SCOTIA EVENTS COMMITTEE**

Terms of Reference

#### Level

Ad Hoc Committee

# **Purpose**

The Education Committee is an Ad Hoc committee of the Dance Nova Scotia Board. The Events Committee is tasked with planning, organizing, and supporting events that advance the mission, visibility, and engagement of the organization.

#### The role of the Committee is to:

- Planning and coordinating events in alignment with the organization's goals, budget, and capacity.
- Developing event ideas and proposals for board approval.
- Supporting event logistics, including venue booking, programming, supplies, registration, and accessibility.
- Assisting with event promotion and marketing in collaboration with staff or other committees.
- Engaging and coordinating volunteers and community partners as needed.
- Evaluating event success and providing feedback and reports to the Board.

### Membership

- Chair and Secretary as decided by the Committee
- Members: The Committee will consist of, at minimum, two Board members, the Executive Director, the Board President, and others as decided by the Committee

# Meetings

- Frequency: At least quarterly

- Quorum: 50% plus 1

- Decision Making: Consensus

#### Minutes

Minutes of each meeting are recorded by the Secretary or an appointed delegate and distributed to Committee members and the Dance Nova Scotia Administrative Officer.

# Reporting/Relationship

The Committee chair, or a designated committee member, will present a verbal report at regular Board meetings.

A written report from the committee is to be included as part of the Annual Report presented at the Annual General Meeting.