

## TERMS OF REFERENCE

### Golf Committee - Volunteer Committee

Last Updated: Sept 18, 2023

#### 1. Background:

The Volunteer Committee for the Gordon Hoffman Charity Golf Classic in support of Foothills Academy Society is established annually to support the planning, coordination, and execution of the Gordon Hoffman Charity Golf Classic. The golf event is organized by Kathleen Gurski - Manager of Community and Alumni Engagement for Foothills Academy Society and is scheduled to take place in August, annually. The purpose of the event is to raise unrestricted funds for Foothills Academy Society - allotment to be determined internally. However funding decisions can be influenced by the committee and specific areas they would like to fundraise for in addition to the organizational priorities.

The Volunteer Committee is an annual/continuous committee of staff and volunteers as requested by the Executive Directors of Foothills Academy Society.

#### 2. Committee Objective:

The objectives of the Volunteer Committee for the Gordon Hoffman Charity Golf Classic in support of Foothills Academy Society are:

- to ensure the successful planning and execution of the golf tournament event by coordinating the efforts of volunteers and contributing to the overall event experience,
- to ensure the financial success of the event by soliciting major sponsors (\$5000 and above), general sponsors, and donors to the event,
- to connect Foothills Academy Society to their network - both personal and professional - to increase the success of the event through donations, ticket sales, or auction donations.

#### 3. Membership and Structure

The composition of the Gordon Hoffman Charity Golf Classic is comprised of between 6 and 10 members in support of Foothills Academy Society committee includes:

- Committee Chairs:
  - FAS Staff: responsible for overall committee coordination, communication with volunteer Co-Chair, and internal stakeholders (i.e., Executive Directors, Marketing/Communications) and overseeing the execution of committee responsibilities.

- Logistics Coordinator: acting as the ‘sign post’ for the event, responsible for organizing who and what goes where, and in what order.
- Committee Members: responsible for the voicing their opinions and connecting the committee to their network to support the event.

All positions must be available for all meetings, and event date. Committee members are expected to register (at minimum) a foursome for the tournament.

#### 4. Key Decisions and Decision Makers

LIMITATIONS - the committee does not have the authority to enter into binding commitments on behalf of Foothills Academy Society

Decision	Final Decision Maker
Projected Target for Revenue Streams (auctions, sponsorship, etc.)	FAS Staff Chair
Projected Budget for pre-determined expenses	FAS Staff Chair
Ticket Price	FAS Staff and Committee Members
Venue	FAS Staff and Committee Members
Emcee/Auctioneer	FAS Staff Chair
Activities	FAS Staff and Committee Members
Photographer	FAS Staff Chair

#### 4. Meetings and Term

Term: November 1 - October 31, annually.

Frequency: Meetings are held monthly, first Tuesday of the Month - from 12:00 PM and 1:00 PM via zoom.

Quorum: 70% of positions must be in attendance to hold quorum.

Decision Making: Consensus.

Note: Consensus may be veto'd by Committee Chair FAS Staff in relation to;

Insurance, mis-alignment with Mission, Vision or Values of FAS, budget, or any mitigation of risk to FAS.

## 5. Minutes

Recording: Minutes of each meeting are recorded by the logistics coordinator or delegate.

Distribution: Minutes are circulated to Committee members by the logistics coordinator.

## 6. Reporting

The committee reports to the Director of Business Management, and Co-Executive Directors of Foothills Academy Society quarterly from start date, until May 2024, and then reports monthly in the lead up to the event. After the event date, the committee will compile one final report to the Director of Business Administration and Co-Executive Directors.

Reporting will be compiled and submitted digitally by the Committee Co-Chairs.

## 7. Resources and Budget

Resources available to the committee include:

- Zoom - for online meetings
- On site meeting space - for in person meetings
- Google Drive - a shared drive for all members to access and store information and documents
- Access to FAS staff, i.e., marketing and communications, via FAS Staff Chair

Budget for committee meetings is managed by the FAS Staff Co-Chair and has a total budget of \$400.

This covers the cost of zoom licensing, and other unexpected costs.

Event budget, management and disbursement will be managed by the Manager of Community and Alumni Engagement for Foothills Academy Society.

## 8. Stakeholders and relationship management

Stakeholder	Relationship to Committee and/or event	Committee Point Person	Stakeholder Group Point Person
<b>Executive Directors</b>	Oversight and veto power. As needed check in's with co-chair as needed. Connection to Board of Governors	FAS Staff Chair	Karen MacMillan and Simon Williams
<b>Gordon Hoffman</b>	Network connector		

	Event Sponsors Event Attendees		
<b>Board of Governors</b>	Event attendees and sponsors. Connection to their network for attendees and sponsors.	FAS Staff Chair	Harold Esche and alternate
<b>Marketing/ Communications Department</b>	Event marketing. Event printed item design and ordering. Connection to network for media outlets.	FAS Staff Chair	Alex Watson and Evona Mardell
<b>Current Families - School</b>	Possible attendees Possible volunteers Possible dinner speakers Possible sub-committee members Network connectors	TBD	
<b>Current Families - Community Services</b>	Possible attendees Possible volunteers	TBD	
<b>Alumni Students and Families</b>	Possible attendees Possible volunteers Possible dinner speakers Possible committee members	Kathleen Gurski	Alumni Facebook Group and email list Hopefully an Alumni point person on the committee
<b>Foothills Staff</b>	Possible attendees Possible volunteers Possible committee members	TBD	TBD
<b>Donors</b>	Financial and in kind sponsorships/ donations Possible attendees Possible sponsors	Kathleen Gurski	Variable - each donor or organization will have their own point person
<b>Volunteers</b>	Prep, day of and wrap up volunteering Special skills - i.e., photography	Volunteer Coordinator	
<b>Priddis Greens Golf and Country Club</b>	Quotes, implementation of design and elements of event.	Kathleen Gurski	Events Manager Golf Pro
<b>LD/ADHD Network</b>	Network connectors	Kathleen Gurski	Carola Tiltmann
<b>Government</b>	Possible attendees Network connectors	Kathleen Gurski or ED's	MP's, MLA's, Calgary Mayor, Ward Counsellor
<b>Media - Traditional and Social</b>	Promotion of event prior to date. Attendance of event.	Alex Watson	Variable - each vendor will have their own

	Coverage of event during and after event wrap up.		point person
<b>Broader Community</b>	Possible attendees	Kathleen Gurski	TBD

9. Terms of Reference Review

Terms of Reference will be reviewed before the inception of the committee by:

Manager of Community and Alumni Engagement

Director of Business Management

Co-Executive Directors