

TERMS OF REFERENCE

Golf Committee - Volunteer Sub - Committee

Last Updated: Sept 5, 2023

1. Background:

The Volunteer Sub - 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. (true?)

2. Committee Objective:

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

- to support the in person logistics of the silent auction - lot items, lot numbers, photos of items for online listing, packaging and wrapping items, organizing and packing items for transportation
- to ensure the successful 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 gala event by soliciting sponsors, donors and golfers,
- 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 in support of Foothills Academy Society committee is comprised of 5-8 members, 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.

- Volunteer: responsible for communication with FAS Staff Co-Chair, communication with the event organizing team, volunteers and related stakeholders (i.e., FAPA), responsible for connecting volunteer networks to FAS.
- Logistics Coordinator: acting as the ‘sign post’ for the event, responsible for organizing who and what goes where, and in what order.
- Volunteer Coordinator: responsible for recruiting, assessing, and training volunteers for the appropriate role, with support from the FAS staff.
- Subcommittee Leads:
 - Sponsorship - inclusive of logistics support for sponsors in July and August
 - Media and Public Relations - in conjunction with Marketing and Communications Department from FAS
 - Silent and Live Auction
 - Registration and Check Out
 - Entertainment and Program
 - Day of Logistics - Staffing and Rentals
 - Day of Logistics - Volunteer

All positions must be available for all meetings, event date and 2 days leading up to event date - barring an emergency.

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 Co-Chair
Projected Budget for pre-determined expenses	FAS Staff Co-Chair
Ticket Price	FAS Staff and Golf Committee
Venue	FAS Staff and Golf Committee

Emcee/Auctioneer	FAS Staff
Activities	FAS Staff and Volunteer Co-Chairs
Photographer	FAS Staff

4. Meetings and Term

Term: November 1 - October 31 annually

Frequency: Meetings are held monthly, last Monday of the Month - from 6:00 - 8:00, and alternate between in person and virtual.

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

Decision Making: Consensus.

Note: Consensus may be vetoed by Committee Co-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 Co-Char

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

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

8. 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