

TERMS OF REFERENCE

Marathon After Party- Volunteer Committee

Last Updated: Sept 18, 2023

1. Background:

The Volunteer Committee for the Foothills Academy Society Calgary Marathon After Party is established to support the planning, coordination, and execution of the annual Calgary Marathon After Party at Foothills Academy Society. The event is overseen by Kathleen Gurski - Manager of Community and Alumni Engagement for Foothills Academy Society and is scheduled to take place in May, annually. The purpose of the event is to celebrate and support the Calgary Marathon efforts with a one day event, at Foothills Academy Society's building on the day of the Calgary Marathon.

The Volunteer Committee is an ad hoc committee of staff and volunteers as requested by the Executive Directors of Foothills Academy Society - unsure if this is true.

2. Committee Objective:

The objectives of the Volunteer Committee for the Foothills Academy Society Calgary Marathon After Party are:

- to ensure the successful planning and execution of the gala event by coordinating the efforts of volunteers and contributing to the overall event experience,
- to ensure the success of the After Party event by ensuring the event is on budget, inclusive and engages with the FAS community in its entirety - current and alumni school families, current and alumni community services families, sponsors and donor
- to connect Foothills Academy Society to their network - both personal and professional - to increase the success of the event

3. Membership and Structure

The composition of the Foothills Academy Society Calgary Marathon After Party Volunteer Committee is comprised of 5- 8 members, including:

- Committee Co-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.
- Subcommittee Leads:
 - Sponsorship
 - Silent Auction - optional, to be determined
 - Registration - for after party, Marathon registration is separate
 - Entertainment and Program
 - Day of Logistics - Staffing and Rentals
 - Day of Logistics - Volunteer

All positions must be available for all meetings, event date and 1 to 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
Emcee/Auctioneer	FAS Staff and Volunteer Co-Chairs
Musician/DJ/Band/Entertainment	FAS Staff and Volunteer Co-Chairs
Theme	FAS Staff and Volunteer Co-Chairs
Activities	FAS Staff and Volunteer Co-Chairs

Photographer	FAS Staff Co-Chair
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4. Meetings and Term

Term: October 1 - June 31 Annually

Frequency: Meetings are held monthly, third 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 veto'd 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. Stakeholders and relationship management

Stakeholder	Relationship to Committee and/or event	Committee Point Person	Stakeholder Group Point Person
Directors - ED and Business Management	Oversight and veto power. Quarterly scheduled reporting and check in (Business Management). As needed check in's with co-chair as needed.	FAS Staff Co-Chair	Karen MacMillan, Simon Williams, and David Bolink
Board of Governors	Event attendees and sponsors. Connection to their network for attendees and sponsors.	FAS Staff Co-Chair or Karen and Simon (KG is unsure)	Harold Esche and alternate
Marketing/ Communications Department	Event marketing. Event printed item design and ordering. Connection to network for media outlets.	FAS Staff Co-Chair	Alex Watson and Evona Mardell
Current Families - School	Possible attendees Possible volunteers Possible runners/fundraisers Possible committee members Network connectors	TBD	
Current Families - Community Services	Possible attendees Possible volunteers Possible runners/fundraisers Network connectors	TBD	
Alumni Students and Families	Possible attendees Possible volunteers Possible runners/fundraisers Possible committee members Network connectors	Kathleen Gurski	Alumni Facebook Group and email list Hopefully an Alumni point person on the committee
Foothills Staff	Possible attendees Possible volunteers Possible runners/fundraisers Possible committee members Network connectors	TBD	TBD
Donors	Financial and in kind sponsorships/donations	Kathleen Gurski	Variable - each donor

			or organization will have their own point person
Volunteers	Prep, day of and wrap up volunteering Special skills - i.e., photography	Volunteer Coordinator	
Vendors	Quotes, implementation of design and elements of event.	Kathleen Gurski	Variable - each vendor will have their own point person
LD/ADHD Network	Possible attendees Possible volunteers Possible runners/fundraisers Possible committee members Network connectors	Kathleen Gurski	Carola Tiltmann
Government	Possible attendees Network connectors	Kathleen Gurski or ED's	MP's, MLA's, Calgary Mayor, Ward Counsellor
Media - Traditional and Social	Promotion of event prior to date. Attendance of event. Coverage of event during and after event wrap up.	Alex Watson	Variable - each vendor will have their own point person
Broader Community	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