

TERMS OF REFERENCE

Gala - Volunteer Committee

Last Updated: January 21, 2025

1. Background:

The Volunteer Committee for the Foothills Academy Society Gala is established to support the planning, coordination, and execution of an upcoming gala event. The gala event is scheduled to take place in - Fall/Winter 2025. The purpose of the event is to raise funds for the endowment fund for Foothills Academy Society and annual bursary fund for Foothills Academy Society.

The Volunteer Committee is an ad hoc 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 Gala 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 financial success of the gala event by soliciting major sponsors (\$5000 and above) and donors to the event.
- to connect Foothills Academy Society to their network - both personal and professional - to increase the success of the gala.

3. Membership and Structure

The composition of the 45th Anniversary Gala includes:

- Committee Chair:
 - FAS Staff: responsible for overall committee coordination, communication with volunteer Co-Chair, and internal stakeholders (i.e., Executive Directors, Board Members, 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.
- Volunteer Coordinator: responsible for recruiting, assessing, and training volunteers for the appropriate role.
- Activities/Program Coordinator: Responsible for liaising with vendors and volunteer coordinator for event activities and program/entertainment.

- Auction/Prizes Coordinator: Responsible for organizing the solicitation, logging and maintaining of information and donors related to both the live and silent auction.

All positions must be available for all meetings, event date and 1 day 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 Volunteer Co-Chairs
Venue	FAS Staff and Volunteer Co-Chairs
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

4. Meetings and Term

Term: February 1, 2025 - December 31, 2025

Frequency: Meetings are held monthly, To Be Determined for Date and Time with Committee 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 2025, 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
Executive Directors	Oversight and veto power. Quarterly scheduled reporting and check in. As needed check in's with co-chair as	FAS Staff Co-Chair	Karen MacMillan and Simon Williams

	needed. Support initial steering of ideas and feasibility of event.		
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
Current Families - School	45th Anniversary Surveyees Possible attendees Possible volunteers Possible dinner speakers Possible committee members Network connectors	TBD	
Current Families - Community Services	45th Anniversary Surveyees Possible attendees Possible volunteers Possible dinner speakers Possible committee members Network connectors	TBD	
Alumni Students and Families	45th Anniversary Surveyees Possible attendees Possible volunteers Possible dinner speakers Possible committee members	Brianna Gare	Alumni Facebook Group and email list Hopefully an Alumni point person on the committee
Foothills Staff	45th Anniversary Surveyees Possible attendees Possible volunteers Possible committee members	TBD	TBD
Donors	Financial and in kind sponsorships/donations	Brianna Gare	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.	Brianna Gare	Variable - each vendor will have their own point person

LD/ADHD Network	45th Anniversary Surveyees Possible attendees Possible volunteers Possible dinner speakers Possible committee members Network connectors	Brianna Gare	Carola Tiltmann
Government	Possible attendees Network connectors	Brianna Gare 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	Brianna Gare	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