

TERMS OF REFERENCE  
Block Party Committee  
Last Updated: Sept 2, 2025

1. Background:

The Volunteer Committee for the Foothills Academy Society's Block Party is established to support the planning, coordination, and execution of the Block Party at Foothills Academy Society. The event is overseen by Brianna Gare - 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 community, connection, and all things Foothills.

The Volunteer Committee consists 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 Foothills Academy Society's Block Party are:

- to ensure the successful planning and execution of the event by coordinating the efforts of volunteers and contributing to the overall event experience,
- to ensure the success of the Block 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's Block 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
  - Registration
  - 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

#### 4. Meetings and Term

Term: October 1 - June 31 Annually

Frequency: Meetings are held monthly - 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 June 2026, 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

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

### 9. Terms of Reference Review

<b>Stakeholder</b>	<b>Relationship to Committee and/or event</b>	<b>Committee Point Person</b>	<b>Stakeholder Group Point Person</b>
<b>Directors - ED and Business Management</b>	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
<b>Board of Governors</b>	Event attendees and sponsors. Connection to their network for attendees and sponsors.	FAS Staff Co-Chair or Karen and Simon (BG is unsure)	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 Rachel Taylor
<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	Brianna Gare	Alumni Facebook Group and email list Hopefully an Alumni

	runners/fundraisers Possible committee members Network connectors		point person on the committee
<b>Foothills Staff</b>	Possible attendees Possible volunteers Possible runners/fundraisers Possible committee members Network connectors	TBD	TBD
<b>Donors</b>	Financial and in kind sponsorships/donations	Brianna Gare	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>Vendors</b>	Quotes, implementation of design and elements of event.	Brianna Gare	Variable - each vendor will have their own point person
<b>LD/ADHD Network</b>	Possible attendees Possible volunteers Possible runners/fundraisers Possible committee members Network connectors	Brianna Gare	Carola Tiltmann
<b>Government</b>	Possible attendees Network connectors	Brianna Gare 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. Coverage of event during and after event wrap up.	Alex Watson	Variable - each vendor will have their own point person.
<b>Broader Community</b>	Possible attendees	Brianna Gare	TBD

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