

Sport Events Congress Program Advisory Committee Terms of Reference

Purpose

- The purpose of the Sport Events Congress (SEC) Program Advisory Committee is to provide advice on SEC program content including recommendations for;
 - Industry trends,
 - Session topics, and
 - Potential speakers and panelists
- The Committee exists to assist the Board and CEO in achieving and advancing the Association's Mission, Vision and strategic plan and goals as it pertains to SEC.

Membership and Appointment:

- The Committee shall consist of a minimum of five (5) to a maximum of ten (10) STC Members, composed of:
 - Three (3) to eight (8) STC Members representing the diversity of the Association including
 - Geographical location
 - Destination population sizes
 - Language
 - Membership Types
 - Equity, Diversity, and Inclusivity
 - Gender balance
 - One (1) representative from the host community
 - One (1) representative from the Board of Directors who shall be appointed by the Board of Directors
 - An alternate Board Member may be appointed
 - Non-voting, CEO or assigned staff person
 - Applicable partner organizations will be invited to participate

Committee Term

- The Committee term shall be for three (3) months
- Any member may resign from the Committee at any time upon sending written notice to the Chair.
- Committee members may apply for re-appointment to the Committee for subsequent years

Proceedings

- A minimum of 1 meeting is to be held per month



Unleashing the power of events / Libérer la puissance des événements

- Meetings will be held virtually
- Special meetings may be called by the CEO or Committee Chair, on twenty-four (24) hours notice to all members
- The CEO or assigned staff person will prepare agendas and record meeting minutes
- Voting is not necessary as the goal of the Committee is to provide program and speaker recommendations for the Board and CEO to consider

Responsibility and Authority

- The CEO or assigned staff person is responsible for
 - Committee recruitment
 - providing an orientation to the Committee including the distribution and overview of the Terms of Reference and any other associated planning and background documents.
- The Committee will provide periodic updates to the Board of Directors through the CEO, or the Board liaison.
- Individual members may be assigned specific duties and responsibilities as it relates to the event or task.

Limitations

- Neither the Committee, nor any Committee member, shall have the power to authorize any expenditures to be charged against Sport Tourism Canada.

Responsible to:

- STC CEO & Board of Directors