



Nikkei Cultural Society of Lethbridge and Area Event Planning Committee — Terms of Reference

I. Name and Type of Committee

- **Event Planning Committee** is a standing committee of the Nikkei Cultural Society of Lethbridge and Area (NCS)
- Event Planning Committee reports to the NCS Board of Directors

II. General Purpose

- Event Planning Committee is responsible to advise on and to assist with the development of regular programming and special events

III. Key Responsibilities and Duties

- Initiate new and continuing events
- Determine viability of an event
- Bring event forward to Board of Directors for approval
- Ensure events have and maintain an approved budget
- Collaborate with Communications Committee to promote events
- Share successes and reflections in written format to the Board

IV. Composition and Appointments

- Shall consist of a chairperson and a minimum of two members in good standing, of which one must be an NCS director
- Appointment of the Chairperson shall be for a minimum of one year

V. Meetings

- Meetings will occur as frequently as required to conduct the key responsibilities and duties
- Shall be a minimum of two meetings per year including in-person and/or electronic

VI. Resources

VII. Reports

- The Event Planning Chairperson or designate shall provide a report of significant Committee activities to the Board during regular Board meetings
- An annual written report will be presented at the AGM
- See Key Responsibilities and Duties above

VIII. Review and Evaluation

- Committee Terms of Reference to be reviewed annually and revisions to submitted to the Board of Directors for approval
- Review and Evaluation to be completed within 3 months of the AGM

_____ President's Signature

_____ Date