



# Events Committee

## Terms of Reference

### Mandate

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The Events Committee is a Standing Committee of the Board. It is responsible for assisting the Board and Archery Canada staff by promoting and supporting the organization for the hosting of national and international Archery competitions in Canada, and supporting development of an aligned competition pathway consistent with the directions of Archery Canada's strategic plan, Long-Term Archer Development (LTAD) model and Competition Model. The Events Committee reports to the Development Committee, and through the Development Committee to the Board.

### Key Duties

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In fulfilling its mandate, the Committee will perform the following key tasks:

- Assist in the development of strategic (i.e., long-term) direction and plans for national and international events in Canada, to provide on-going and sustainable competitive opportunities as support for a Canadian high performance system and the strategic plan of Archery Canada
- Works with organizers, associations and stakeholders to create and manage the annual schedule of national and international competitions in Canada;
- Works to promote the hosting of, and set hosting standards for, international events in Canada consistent with Sport Canada's Federal Hosting Policy and funding opportunities;
- Maintains and updates the Archery Canada Hosting Manual, and suggests new National Championship competition formats to improve participation and system development;
- Works with AC staff to develop and maintain hosting bid packages and bid processes for domestic and international events to be held in Canada.
- Solicits, receives and conducts review of formal bids to nominate hosts for domestic competitions in Canada for ratification by the Board and makes recommendations to the Board for approval of international events hosted in Canada.
- Supporting the Development Committee, maintains and updates the Canada Games Technical Package;
- Is the technical resource to National Championships and International competitions hosted in Canada;
- Liaise with other Archery Canada Committees on issues of mutual concern;

- Report on progress on a regular basis through its Meeting Minutes;
- Perform such additional tasks as may be delegated to the Committee by the Board from time-to-time.

## Composition

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The Board will designate the Chairperson, who will be a member of the Development Committee. The balance of the committee will comprise up to 5 additional members nominated by the Chairperson, with the necessary competency and expertise.

Ex-officio non-voting members on this committee include the AC Executive Director and Program Coordinator.

TERMS / VOTING: -All members will serve terms of two (2) years, which may be renewed. Decision-making is by majority vote. Quorum shall be the majority of committee members, where each member will have one (1) vote.

## Appointment

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The Board appoints members to the Committee within 30 days of the Annual General Meeting, for a term of three years, with no maximum number of terms. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.

## Meetings and Resources

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The Committee will meet by internet conference, telephone or in person, as required. Meetings will be as called by the Chair or, in the event the Committee has not met for at least 120 days, by the Chair of the Development Committee. The Committee will receive the necessary resources from Archery Canada to fulfill its mandate, and may from time-to-time have staff persons assigned to assist the Committee with its work.

## Reporting

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The Committee will report to the Development Committee in writing, at every meeting.

## Review and Approval

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These terms of reference were approved by the Board of Directors on June 16, 2020 and may be reviewed from time-to-time by the Board.

**Reviewed and Approved**      **June 16, 2020**