



Alkira Centre – Box Hill Inc.

TERMS OF REFERENCE

EVENTS GROUP

The Events Group (“The Group”) is run by volunteers and is supported by the Board . The Group reports to the Board’s Community Relations & Fund Raising Committee.

MEMBERSHIP

The members who comprise The Group consist of people connected to the Alkira Community who are interested in identifying and organising event opportunities for social and fundraising purposes of benefit to Alkira. The number of team members will be based on the number of interested volunteers, the number of events planned, and the participation size and complexity of each event. Manager – Community Relations co-ordinates meetings, records and distributes meeting notes. CEO is an ex-officio member.

APPOINTMENT

The Board is represented by a nominated member of the Community Relations Committee.

FREQUENCY OF MEETINGS

- General Planning meetings: as required but at least 4 times annually
- Specific Event meetings: to be held as frequently as needed and as determined by The Group.
- Working Parties may be formed as needed to support specific event requirements.

RECORD OF MEETINGS

Notes are kept of meetings for circulation to the Community Relations & Fund Raising Committee.

FUNCTIONS OF THE GROUP

- Within guidelines from the Community Relations Committee, and within the Alkira Strategic Plan and Community Development & Fundraising Plans, recommend a program of events that supports determined goals.
- Provide opportunity for Alkira families, carers, staff and people from the community to meet and enjoy activities in an informal, relaxed, environment, with the aim of:

- developing and maintaining organisation profile and morale
 - encouraging participation from Alkira families, carers, staff and the community
 - providing opportunities for external people to engage with the Alkira community.
- Identify and organise fundraising event programs, designed to interest both the Alkira community and the wider community.
 - Prepare budgets for Board approval, work within approved budgets, and maintain records.
 - Conform to any required regulations and registrations.

Reviewed and approved by Board 19/09/2017