

OFNC Events Committee - Terms of Reference

Composition

In addition to the Chair, the Events Committee includes 5 members.

Mandate

1. To identify and co-ordinate events, outings and monthly meetings for Club members.

Duties

1. Planning and organizing a slate of activities for members, including the annual awards evening and the biennial Point Pelee trip.
2. Contacting trip leaders and speakers to make arrangements for outings and monthly meetings.
3. Ensuring a waiver is signed by all members and non-members participating in an event.
4. Maintaining a list of current trip leaders including their contact information.
5. Creating a print ready document of events and activities for publication on the OFNC web site and in *Trail and Landscape*.
6. Keeping records of the Events Committee's expenditures.