

Committee: **Event Planning**

Reports to: Board of Directors

Chaired by: Elected by the Committee : David Laneville

Membership:

- Permanent members with demonstrated experience in running and operating MISA Events (Maximum of nine (9), Exclusive of Chair)
- Chair (or designate) of the Annual Conference Committee
- Chair (or designate) of the annual Security Conference
- Executive Director (Ex-Officio)
- Editor of Municipal Interface (Ex-Officio)

Frequency: Meet at a minimum 4times per year at the discretion of and called by the Chair.

Overall Objectives and Responsibilities

Events, particularly conferences, are a significant part of the Association's revenue stream. Generally, the Event Planning Committee is to provide advice, provide oversight and help to create continuity and efficiencies for events delivered by the Association. The Committee is designed to provide support to those staging conferences, seminars and other MISA events to ensure that each event can apply learned best practices and achieve success milestones.

Individual conferences and events will continue to be delivered by local organizing committees which are constituted for each specific conference or event. Resources and people from the Event Planning Committee will be made available to local organizing committees to support local event planning. Leads for each event, will become participants in the regular Event Planning Committee meetings. The Event Planning Committee along with the local organizing committee will conduct a post event assessment, the results of which will be utilized to maintain the Standard Operating Procedures Manual for MISA (Ontario) events.

The Chair of the Event Planning committee and local organizing committee leads will be expected to participate in MISA (Ontario) Board meetings on a regular basis.

The Committee shall develop a detailed work plan and associated budget to be submitted in writing to the Board of Directors for approval within the first quarter of the year, and presented by the Committee Chair at the annual conference.

Specific Responsibilities:

- Develop and maintain the Standard Operating Procedures Manual for MISA (Ontario) events
- Develop and maintain events policy and standards (example areas might include; pricing, advertising, sponsorship, revenue targets, web streaming)
- Develop practices, procedures and standard operating procedures based upon already established good and best practices for event planning
- Develop associated materials and resources to support the event planning process e.g. templates, project plans, event check-lists, resource plans
- Work with local organizing committees to help ensure that each event meets net profit targets
- Mentor and support event leaders to ensure consistency, effectiveness and efficiency of events

Deliverables:

- Maintain current event planning policies and standards which will be documented in the Event Standard Operating Procedures manual
- Develop event planning support materials
- Mentorship, support and guidance to project teams developing and delivering MISA (Ontario) Events
- Work with the Membership & Programs Committee to create and run post-event surveys