

Ontario Rope Skipping Organization (ORSO)

Events and Workshop Committee (EWC)

September 2021

MANDATE

The Workshop & Events Committee is responsible for the creation and management of dynamic non-competitive jump rope events. The goal of all events is to increase member engagement and encourage growth of ORSO membership.

COMMITTEE ROLE

The purpose of the ORSO Workshop & Events Committee is to create, plan, organize and facilitate the ORSO Workshop(s) and non-competitive events. The Committee is encouraged to be innovative in designing workshop and event concepts.

AUTHORITY

The Committee will report to the Board of Directors. It will exercise its authority in accordance with the ORSO bylaws and such additional provisions as set out in these terms of reference (and will do so without interference from the Board of Directors).

COMMITTEE COMPOSITION / STRUCTURE

All members of the Committee must be ORSO members in good standing. The Committee will be comprised of a minimum of three (3) and a maximum of six (6) members with the following minimum composition of members:

- Committee Chair (appointed by the ORSO Board)
- ORSO Board Liaison
- Head Instructor(s)
- Up to 3 Members at Large. Members at Large should have experience in at least one of the following roles:
 - Athlete
 - Coach
 - Instructor

MEETINGS

The Committee will meet at least six (6) times yearly. Meetings may be held via conference call or in person at the discretion of the chair. The committee Chair will be selected yearly, by the ORSO Board of Directors. Members of the committee will submit agenda topics to the Chair in advance of scheduled meetings. The committee Chair must inform the ORSO Board of Directors of the meeting schedule, such that the ORSO Board of Directors may add items to the

agenda when/if required. The meeting materials will be circulated to the committee by the Chair of the task group via electronic communication (e.g., email, Google Docs, etc.). When required, non-members of the committee may be invited to participate in a meeting, where their input is considered valuable to a specific agenda topic. The committee Chair, may, if desired, assign the role of secretary to a committee member, or may take on the secretary role.

COMMUNICATIONS

Members of the committee will share information via electronic communication (e.g., email, Google Docs, etc.). All committee recommendations made by the Committee should be considered confidential until a final decision is made by the ORSO Board of Directors. Committee members are encouraged to engage ORSO members in dialogue regarding the nature of the group and discussion topics, such that their recommendations reflect the interests of the ORSO membership. Any information provided to the committee from the ORSO Board of Directors that is explicitly deemed as confidential may not be shared with any individuals who are not members of the committee.

ACTIVITIES / RESPONSIBILITIES

The Workshop Committee is responsible for creating, planning, organizing and facilitating ORSO workshops and events. This includes, but is not limited to:

- Instructor recruitment and selection
- Scheduling of events (i.e. workshops, judges clinics, roundtables, AGM)
- Collecting registration forms
- Reporting to the ORSO Board
- Liaison with the Sport Development Committee
- Travel/Boarding accommodations for instructors
- Organizing staff socials
- Communications of workshop and event details as appropriate