

LuMinHoS Events Committee

Terms of Reference

Purpose:

The Events Committee is committed to the vision, mission, and values of LuMinHoS to present the comfort of Christ to **ALL** Lutheran patients admitted to Saskatoon hospitals. The purpose of the Events Committee is to provide opportunities for Lutherans to gather and raise awareness of LuMinHoS's ministry while supporting it financially.

Structure:

The Events Committee shall consist of up to six persons appointed by the VMT for three-year renewable terms. The roles and responsibilities of the Committee may be delegated to individual members of the Committee who in turn can ask others to assist with a specific project.

Responsibilities:

The Events Committee will be responsible for the following:

1. Developing and coordinating events for LuMinHoS
2. Working with Resource Development Committee to develop fundraising strategy for events to meet financial goals
3. Coordinating with other LuMinHoS committees, the Board and other church agencies to select optimal dates for events (i.e., when venues and attendees are available; when as few competing events as possible are happening).
4. Developing and arranging the program (speakers, entertainment, auction, etc.) for the annual fundraising dinner.
5. Developing and coordinating additional events, such as a Walk-a-Thon, Musical Mosaic, etc.
6. Arranging venues for each event, including catering/refreshments (if necessary), speakers/musical entertainment (as appropriate), and contracts (Board Chair should sign).
7. Working with Communications Committee to develop publicity materials and strategy for events.
8. Developing and implementing ticket sales/RSVP strategies for events, with the help of Congregational Representatives.
9. Assisting with Board activities such as the Volunteer Appreciation Breakfast (but not necessarily being responsible for organizing them).

Accountability

The Events Committee shall be accountable to the VMT. The Chair or a representative from this committee will attend VMT meetings.

Meetings

The Events Committee shall normally meet six times a year. Special meetings may be held at the call of the Chair as necessary.

Date (O) Dec. 2018
Date (R) March 2019