Terms of Reference for Events Committee (EC)

COMPOSITION AND ATTENDANCE AT MEETINGS

The EC is a sub-committee of the World Council, acting in an advisory way.

The EC will be made up of the President, one voting WC member, the Executive Secretary (ES), the Events Manager (EM) and other WC member. The EC may decide to invite other people to join to ensure the best mix of experience. The WC members will be recommended to WC and approved by WC at least annually and the Chair will be agreed by EC.

All members will act in the interest of the class as a whole, rather than a region.

Meetings will be held at least quarterly but not more often than monthly. There will be a short, focussed agenda.

ROLES AND RESPONSIBILITIES

In general, ES/EM continue to organise and run our events, but progress is reported to EC (perhaps in a similar way to current reporting and dashboards), which assesses this, asks questions and makes suggestions. A meeting summary, including venue recommendations, is produced for noting by WC. Important decisions should continue to be made by WC.

In this way, WC gets confirmation of oversight in organising and running our Events as confirmed by Chair of EC.

Recent Events - Review recent World Championships and identify changes that have worked well, lessons to be learned and other issues identified. They will be reported to EC by ES/EM, discussed and a summary reported to WC for noting.

Pre-contract Schedule – review each proposed event and confirm location and dates, assess risks and ensure regions have been involved. Recommendations brough to WC in normal way.

Post-contract Schedule – identify main term of contract (if different) and any changes since last meeting including any recommendations on monies should be withheld from final payment through lack of performance in relation to contract

Proposed changes in how we run events – assess and confirm any proposed changes and recommend what needs to be brought to WC for decision.

Discuss feedback from WS committees (such as events, race management, race officials) so class is ahead of any proposed changes that may affect us.

REPORTING TO WC

EC acts as an advisory body, providing oversight and as such there is no delegated authority. The Chair will report to the WC at each meeting, confirming adequate oversight and bringing forward any decisions that need to be made by WC.

In addition, WC members can raise concerns directly with EC for further discussion.