

RGYC Festival of Sails Executive Committee Terms of Reference



(1.0) Aims

The aims of the Committee are to:

- a) Oversee the planning and delivery of the annual Festival of Sails.
- b) Provide strategic direction to ensure the ongoing growth and success of the event.

The Committee will co-ordinate with the following event planning committees:

- a) Festival of Sails Working Group.
- b) Festival of Sails Steering Committee (includes external stakeholders).

(2.0) Responsibilities

The responsibilities of the Festival of Sails Executive Committee are as follows:

- a) Provide strategic direction and oversight to the Festival of Sails Working Group.
- b) Oversight of event revenue and expenses.

(3.0) Committee Guidelines

- a) Committee undertakings must be aligned with the RGYC Strategic Plan and the RGYC Business Plan.
- b) The committees must ensure that identified programs and undertakings can be resourced.
- c) Committee undertakings must apply a risk-based approach, with a focus on: Operational, Financial, Reputational and Governance risk.

(4.0) Roles

a) Volunteers

1. Undertake roles and/or task as determined within the committee.
2. Provide Subject matter Expertise.
3. Act as a positive influencer (advocate) with members and stakeholders.
4. Provide support to programs and initiatives.
5. Communicate undertakings.

b) Staff

1. Access and determine capability and resourcing in delivering programs, activities and other undertakings.
2. Measure and report on outcomes.

3. Decide how to organise.
4. Establish structure, committee make-up and number, meeting frequency, committee member roles.
5. Organisation of all administration processes (agenda's, minutes etc).
6. Ensure work compliance.
7. Work within established budget.
8. Ensure risk management practices are being followed.

(5.0) Composition

Composition	2024/25 Committee:
<p>The Committee shall comprise.</p> <ol style="list-style-type: none"> a) Chair: Elected from The Board (traditionally the Vice Commodore). b) RGYC Commodore. c) General Manager and Event Manager. d) Up to 4 other members as deemed appropriate by the Chair and the Board. 	

Members of the Committee must be endorsed by the Board. The total number of Committee members should not exceed 8, subject to the discretion of the Chair.

As deemed appropriate from time-to-time, the Festival of Sails Executive Committee Chair may co-opt additional members to participate in a special-purpose focus group which will have a set objective and timeframe.

(6.0) Meetings

The Festival of Sails Executive Committee shall meet:

Bi-Monthly (Feb- Aug)

- a) February
- b) April
- c) June
- d) August

Monthly (Oct – Jan)

- a) October
- b) November
- c) December
- d) January

(7.0) Performance Measures

(7.1) Event Growth and Success:

- **KPI:** Year-over-year growth in attendance and revenue for the Festival of Sails.
- **Measurement:** Track attendance numbers and revenue from the Festival of Sails each year and compare them to previous years to assess growth and success.

(7.2) Strategic Alignment and Implementation:

- **KPI:** Percentage of strategic goals and objectives achieved for the Festival of Sails.
- **Measurement:** Evaluate the extent to which the Festival of Sails aligns with the RGYC Strategic Plan and RGYC Business Plan and measure the achievement of specific strategic objectives set for the event.

(7.3) Financial Oversight:

- **KPI:** Adherence to budget and financial performance metrics.
- **Measurement:** Monitor and report on actual expenses and revenue compared to the budgeted figures for the Festival of Sails, and ensure financial management aligns with approved budgets.

(7.4) Risk Management and Compliance:

- **KPI:** Number of identified risks and issues managed effectively.
- **Measurement:** Track and evaluate the effectiveness of risk management practices applied to operational, financial, reputational, and governance risks associated with the event.

(7.5) Committee Efficiency and Meeting Effectiveness:

- **KPI:** Timeliness and productivity of committee meetings and decision-making.

- **Measurement:** Assess the frequency and punctuality of meetings, the effectiveness of decisions made, and the completion of action items and reports as scheduled.