



RGYC Major Events Committee Terms of Reference

(1.0) Aims

The aims of the Committee are to:

- a) Strategically oversee and pursue Major Events and Regattas that will fit within the Strategic Goals of the Club
- b) Select a Chairperson for each Major Event and support them in setting up an Organizing Committee capable of delivering a world class event.
- c) Co-ordinate and filter opportunities for the Club to engage with Partner Major Events.
- d) Benefit the club and its profile in the Sailing Community as well as members.
- e) Encourage growth and enjoyment in the sport of Sailing.

(2.0) Responsibilities

The responsibilities of the Committee are as follows:

- a) Provide strategic direction and oversight in the development of significant events (including “Club Major Events” and “Partner Major Events”)
- b) Obtain RGYC Board approval for major event bids.
- c) Consider bidding for major events representing RGYC on the World stage in the Yachting community.
- d) Ensure a high profile in the sailing community as well as an increased level of participation and member satisfaction.
- e) Develop a Major events calendar in conjunction with Australian Sailing and other Clubs, having due regard to the resources of the Club.
- f) Promote and provide activities of interest that benefits both the club and the community.
- g) Accepting referrals and recommendations from Board members regarding any potential events.
- h) Report to RGYC Board on event scheduling, progress, and outcomes.

(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:
The Major Events Committee shall comprise. a) Chair: Elected from The Board. b) 2 – 3 Members. c) Major Events Manager. d) General Manger. e) Sailing and Boat Manager.	

Members of the Committee must be endorsed by the Board. The total number of Committee members should not exceed 6, subject to the discretion of the Chair.

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

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

(6.0) Meetings

The Committee shall meet at least quarterly, plus additional meetings as required.

Other staff & member representatives may be requested to attend meetings at the discretion of the committee.

(7.0) Reports

Reports must be completed following each meeting. Reports must be placed with the portal.

(8.0) Performance Measures

(1.1) **Event Quality and Success:**

- **KPI:** Number of Major Events and Regattas successfully delivered as per strategic goals.
- **Measurement:** Track and evaluate the number of events held compared to the number planned, including feedback on their execution quality and overall success.

(1.2) **Member and Community Engagement:**

- **KPI:** Level of participation and satisfaction among club members and community.
- **Measurement:** Survey responses, attendance figures, and engagement metrics at events, as well as feedback from members and community stakeholders.

(1.3) **Approval and Bidding Success:**

- **KPI:** Rate of successful major event bids approved by the RGYC Board.
- **Measurement:** Track the number of bids submitted versus the number approved and won, as well as any significant international or high-profile events secured.

(1.4) **Event Planning and Scheduling:**

- **KPI:** Timeliness and completeness of the Major Events calendar.
- **Measurement:** Assess whether the events calendar is developed on time, in alignment with Australian Sailing and other Clubs, and if it meets the resource constraints and strategic goals.

(1.5) **Financial Management and Compliance:**

- **KPI:** Adherence to budget and financial management practices.

- **Measurement:** Monitor budget adherence for each event, assess financial reports, and ensure compliance with risk management and financial regulations.