



RGYC Victorian Wooden Boat Festival Committee Terms of Reference

Aims

The aims of the Committee are to:

- a) Ensure the Victorian Wooden Boat Festival is a world class sailing event and delivered in line with RGYC's strategic vision and stakeholder KPI's.
- b) Execute detailed event planning and delivery on time and in line with budget.

(2.0) Responsibilities

The responsibilities of the Committee are as follows:

- a) Manage all elements of the planning, administration of the festival.
- b) Manage the festival marketing brand and customer journey.
- c) Develop and recommend the festival event program offering year on year.
- d) Manage relationships with government agencies, sailing bodies, event contractors and suppliers to deliver the event.
- e) Procure and manage sponsorship relationships to support the event.
- f) Coordinate volunteer and staffing resources required to deliver the event.
- g) Lead the operational delivery of the event.

(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. b) Member representatives to undertake a portfolio of work that falls in line with the Committee Delivery structure. c) Major Events Manager. d) Other RGYC Staff as required from time to time. 	

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 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 Committee will meet:

Bi-Monthly

- a) Year One of Planning
 1. May
 2. July
 3. September
 4. November
- b) Year Two planning

1. January
2. March
3. April
4. June
5. August

Monthly (six months prior to event)

- a) October
- b) November
- c) December
- d) January
- e) February
- f) March

(7.0) Reports

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

(8.0) Performance Measures

(1.1) **Event Delivery and Alignment:**

- **KPI:** Percentage of festival goals met in alignment with RGYC's strategic vision and stakeholder KPIs.
- **Measurement:** Evaluate how well the festival meets the predefined objectives and KPIs as set by RGYC's strategic vision, including stakeholder satisfaction and event success criteria.

(1.2) **Budget Adherence:**

- **KPI:** Percentage of festival planning and delivery executed within the approved budget.
- **Measurement:** Monitor and report the adherence to the budget allocated for the festival, including tracking actual expenses against the budgeted figures and managing any deviations.

(1.3) **Timeliness of Planning and Execution:**

- **KPI:** On-time completion of key planning milestones and event delivery.

- **Measurement:** Track the completion of planning milestones and overall event delivery timelines to ensure that all stages of preparation and execution are completed as scheduled.

(1.4) Sponsorship and Marketing Effectiveness:

- **KPI:** Amount of sponsorship secured and effectiveness of the festival marketing brand.
- **Measurement:** Assess the total value of sponsorships obtained and the impact of marketing efforts, including brand visibility and audience engagement metrics.

(1.5) Volunteer and Staffing Coordination:

- **KPI:** Number and effectiveness of volunteers and staff managed for the event.
- **Measurement:** Evaluate the adequacy and performance of volunteers and staff, including their coordination, training, and overall contribution to the successful delivery of the event.