ONTARIO TECH STUDENT UNION

EVENT & ENGAGEMENT COMMITTEE (EEC) TERMS OF REFERENCE

1. INTRODUCTION

The Event & Engagement Committee ("EEC" or "the Committee") is intended for OTSU Executives, Staff and Board to formally discuss, review, and provide input on events hosted by the Ontario Tech Student Union (OTSU) or delivered using Events team staff or budget. The EEC is a standing committee of the Board of Directors. This Committee strives to engage OTSU Executives, staff and Board in regular discussion around event proposals and the progress of events already underway. The Committee provides strategic oversight of events and approves the budget breakdown of each semester's event slate within approved Events budget lines, subject to Board ratification, to ensure events are aligned with the Board's direction. Topics of discussion include, but are not limited to:

- Reviewing draft event proposals
- Tracking the progress of events from proposal through to execution
- Aligning event plans with current operational priorities
- Logging and tracking Committee decisions and feedback for accountability

The EEC provides OTSU Executives, Staff and Board with a structured, recurring opportunity to formally shape event planning ahead of execution, ensuring that event plans remain aligned with the OTSU's priorities.

2. PURPOSE & SCOPE

2.1 This Terms of Reference applies to events hosted by the OTSU or delivered using Events team staff or budget. Events organized by clubs and societies are outside the scope of the Committee and remain subject to existing OTSU club policies.

2.2 The specific functions of the Committee shall be as follows:

2.2.1 To review and approve, subject to Board ratification, event proposals brought forward by staff and/or Executives;

2.2.2 To require completed event proposals to be brought before the Committee so that roles, responsibilities, and planning are clearly outlined for staff and Executives;

2.2.3 To track the progress of events on a regular basis, from proposal through to completion;

2.2.4 To provide the formal forum for collaborative event planning, the decisions of which are binding on staff and Executives once ratified by the Board;

2.2.5 To ensure event plans are aligned with current organizational and operational priorities;

2.2.6 To log and track all Committee discussions, feedback, and decisions to ensure accountability and continuity between meetings;

2.2.7 To approve each semester's event slate and its budget breakdown within approved Events budget lines, subject to Board ratification.

2.3 All decisions of the Committee are subject to ratification by the Board of Directors. Planning, logistics and execution of approved events remain the responsibility of the Events team under the direction of the General Manager.

3. COMMITTEE MEMBERSHIP

3.1 The Event & Engagement Committee shall consist of the following membership:

- President
- VP Student Life (**Co-Chair**)
- VP Student Affairs
- VP Downtown
- General Manager
- Manager, Student Engagement (**Co-Chair**)
- Events & Engagement Coordinator
- Board Members (3)

3.2 Voting members are the President, VP Student Life, VP Student Affairs, VP Downtown, and the three (3) Board Members. The General Manager, Manager, Student Engagement, and Events & Engagement Coordinator are non-voting members who serve in an advisory capacity.

3.3 The three (3) Board Members shall be appointed by resolution of the Board of Directors at its first meeting of each governance year, for a term of one (1) year. The Board shall fill any vacancy by resolution.

4. QUORUM & DECISION-MAKING

4.1 Quorum shall be a majority of voting members (four of seven), including at least two (2) Board Members, together with either the General Manager or the Manager, Student Engagement.

4.2 Decisions shall be made by a simple majority of voting members present.

5. CO-CHAIRS

5.1 The Committee shall be co-chaired by the VP Student Life and the Manager, Student Engagement, who shall serve jointly as Co-Chairs. If the VP Student Life is unable to fulfill this role, the OTSU Executive Team may appoint another Executive as designate. If the Manager, Student Engagement is unable to fulfill this role, the General Manager may appoint a staff designate.

5.2 The responsibilities of the Co-Chairs will include:

5.2.1 developing meeting agendas;

5.2.2 chairing meetings;

5.2.3 working alongside staff to provide the necessary support and resources to the Committee;

5.2.4 reporting the Committee's decisions and recommendations to the Board of Directors following each meeting.

6. MEETING PROCEDURES

6.1 Prior to the start of each semester, the Committee shall hold two (2) meetings: (a) a Proposal Meeting, to consider and decide on event proposals from Executives and staff for that semester; and (b) a Slate Meeting, to approve that semester's event slate and its budget breakdown. Outcomes of both meetings are subject to ratification by the Board of Directors. During the semester, the Committee shall meet at a minimum of once per month to track the progress of approved events. Additional meetings may be scheduled as often as necessary to fulfill the mandate of the Committee.

6.2 The Events & Engagement Coordinator is responsible for taking meeting minutes and logging all Committee decisions and feedback. Minutes shall be circulated to members within five (5) business days of each meeting, approved at the following meeting, and submitted to the Board of Directors with the Co-Chairs' report.

6.3 The meeting package, including all proposals, shall be circulated to members no later than five (5) business days before the meeting.

6.4 An event responding to a time-sensitive matter of importance may be added without convening the Committee, and may be approved by the Co-Chairs or General Manager.

7. COMMITTEE LIMITATIONS

7.1 The EEC does not have the authority to approve or amend the OTSU's annual budget, increase any budget line, or bind the OTSU to external commitments; such approvals remain subject to existing OTSU approval processes.

7.2 This committee does not prevent non-binding, supplementary meetings between the Executive and Staff.