

Committee Name:	<i>MASI Gala Event</i>	Committee Type:	<i>Task Force</i>
Chairperson:	<i>Appointed by Council</i>	Vice-Chair:	<i>Appointed by Chairperson</i>
Responsible to:	<i>Member Services Committee</i>	IDA Office Support:	<i>Major Events Staff</i>

Composition:	Minimum of 3 Members from any category [except Student]
Term of Office:	3 years [first year to serve on inter-provincial design competition committee, second year to serve as design competition Alberta representative, third year to serve as Gala chair]. (Term is renewable up to 2 consecutive terms).
Meetings:	The committee shall meet at the call of the Chairperson

Mandate:	To coordinate the planning of the annual design competition in conjunction with Manitoba & Saskatchewan and MASI Gala event once per 3 years.
Deliverables:	<ul style="list-style-type: none"> • Provide a representative to attend all inter-provincial meetings to coordinate the annual design competition • Work with the inter-provincial committee to review design competition entry forms and submission guidelines • Coordinate Alberta-based judges for competition • Work with the inter-provincial committee to ensure event website is current • Coordinate with IDA Communications Chair for necessary promotion of design competition and Gala Event • With the IDA Major Events Staff, review and provide input on design competition budget by Q4. <p>The Year IDA hosts the Gala:</p> <ul style="list-style-type: none"> • With IDA Major Events Staff create sponsorship package for Gala Event • Create a vision or a goal for the event that attracts members and provides maximum value to sponsors to ensure the long-term success of the event. • Working with the IDA Major Events Staff, secure date and venue for the Gala • With the support of the IDA Major Events Staff and create and submit the event budget by Q4 • Working with the IDA Major Events Staff, establish menu, entertainment and AV requirements consistent with overall vision for the event • Establish committee of volunteers to assist in the planning and execution of the event • Ensure coordination of physical certificates and/or trophies to award recipients not in attendance at Gala

TOR Approval:	_____	TOR Review / Renewal:	February 2022
	Date		Date