
Committee Name:	<i>Urban Encounters 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 2 Members from any category
Term of Office:	2 years (first year to serve as vice-chair, second year to serve as 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 Association's annual tabletop trade show in both Edmonton & Calgary
Deliverables:	<ul style="list-style-type: none"> • Establish an overall schedule for the event • Create a vision or a goal for the event that attracts members and provides maximum value to exhibitors to ensure the long-term success of the event. • Working with the IDA Major Events Staff, secure dates and venues for the trade show in both cities • With the support of the IDA Major Events Staff and create and submit the annual event budget by Q4 • Review list of exhibitor invites to ensure relevance to our membership

TOR Approval:	_____	TOR Review / Renewal:	<u>February 2022</u>
	Date		Date
