



Tradeshow Committee

Terms of Reference

Approved by DDCC Board of Directors: Dec. 9, 2014

1.0 COMMITTEE TITLE

1.1 Tradeshow Committee

2.0 ESTABLISHMENT

2.1 The Tradeshow Committee is established as a Standing Committee of the Drumheller & District Chamber of Commerce (DDCC) as per By-Law 6.06.

3.0 PURPOSE

3.1 To provide volunteer support to Chamber staff as needed to plan and execute an annual tradeshow

4.0 GOALS AND OBJECTIVES

4.1 To provide a stable non-dues revenue source for the Chamber of Commerce

4.2 To offer an effective venue for local members to showcase their business to potential customers from Drumheller and surrounding areas

4.3 To seek non-local vendors of products not currently available in Drumheller to enhance the value of the tradeshow

5.0 RESPONSIBILITIES

5.1 Work with Chamber staff to prepare annual tradeshow budget for approval by the DDCC Board of Directors

5.2 Assist with promoting the event to encourage vendor and public participation

5.3 Assist in obtaining tradeshow sponsors

5.4 Provide on-site support during the tradeshow, as required

5.5 Evaluate the tradeshow and recommend changes, as required

6.0 COMPOSITION

6.1 The Tradeshow Committee shall be comprised of a minimum of five (5) Drumheller and District Chamber of Commerce members in good standing, made up of the following:

- a) The Chairperson appointed by the President of the DDCC Board of Directors and ratified by the Chamber Board at its April meeting each year. The Chairperson will be an elected Chamber Board member;
- b) One (1) elected Chamber Board member;
- c) A minimum of three (3) Chamber members.

d) The Tradeshow Committee may, from time to time, invite interested parties from the public at large to assist the committee on an advisory basis. The committee shall determine the duration and type of service of invitees.

6.2 A committee member can resign from the Tradeshow Committee at any time. Members may also be removed from the committee, after review from the Committee Chairperson, should the member be under performing or not able to provide meaningful contribution to the committee.

6.0 REPORTING

6.1 The Tradeshow Committee will be accountable to the Chamber Board.

6.2 Communication between the Tradeshow Committee and the Chamber will be through the Committee Chairperson.

6.3 The Tradeshow Committee will report monthly to the Chamber Board on matters specific to the activities of the Committee.

7.0 TRADESHOW COMMITTEE MEETINGS

7.1 Meetings shall be held at a minimum of one per month from September to May in the Chamber boardroom.

7.2 Meetings shall be governed by a majority vote of the committee members present. The final authority for majority consensus shall rest with the Chairperson.

7.3 A quorum shall consist of three (3) committee members.

7.4 Only one representative per member in good standing shall be permitted on the Committee.

7.5 The Chairperson shall work with the Executive Director (or designate) to plan meeting agendas.

7.6 Minutes of each Tradeshow Committee meeting shall be kept by the Chamber Executive Director (or designate) and approved copies of such meeting minutes distributed to each member.

8.0 FINANCIAL

8.1 The Committee along with Chamber staff will prepare an annual tradeshow budget for the upcoming year for consideration during the budget approval process in November.

8.2 The Chairperson is responsible to the Chamber Board for effective operation of the Committee under the approved budget.

9.0 AMENDMENTS

9.1 These Terms of Reference shall not be rescinded, altered or added to except by special resolution of the committee.

9.2 Special Resolution

- a) A special resolution can be proposed to, and passed at, any Tradeshow Committee meeting.
 - b) The Chairperson (or designate) shall give at least fourteen (14) days' notice by email, specifying the time and place of the Tradeshow Committee meeting at which any special resolution will be proposed, specifying the intention to propose the resolution as a special resolution.
 - c) A special resolution shall be passed by a majority vote of such members in attendance and entitled to vote.
- 9.3 Upon completion of Article 9, Section 9.2, the revised Terms of Reference shall be presented to the Chamber Board for consideration.

10.0 PARLIAMENTARY AUTHORITY

- 10.1 The Tradeshow Committee will be governed by Robert's Rules of Order Newly Revised.