



## **Operational Committee**

### **Terms of Reference**

#### **Role of the Operational Committee**

To work with the Artistic Director / General Manager to ensure the operational aspects of Move Through Life are implemented.

#### **Relationships**

Report to the Artistic Director / General Manager and the Board  
Work closely with volunteers and participants

#### **Responsibilities of the Operational Committee**

- Develop and implement fundraising strategy
- Implement actions of the Marketing Plan
- Plan and undertake activities associated with implementing performance projects and training workshops

#### **Responsibilities of Operational Committee Members**

- Attend and participate in all Operational Committee meetings
- Read any relevant documentation before meetings
- Complete all tasks agreed to in Operational Committee meetings to agreed timelines
- Accept special assignments
- Develop a thorough knowledge of the organisation
- Subscribe to and attend events
- Serve as an advocate in the community, network to promote MTL and garner support

#### **Meetings**

Frequency and duration: as needed to implement the activities of the organisation

#### **Membership of the Operational Committee**

- There is no formal procedure for becoming a member of the Operational Committee. Any person interested in joining is welcome.
- If a member of the Operational Committee frequently and consistently fails to meet their responsibilities, the committee may vote to exclude that member from the Committee
- Members of the Operational Committee do not need to be members of Move Through Life Inc

#### **Review of Operational Committee Terms of Reference**

The Operational Committee Terms of Reference to be reviewed annually by the Board