

Welland Rose Festival Advisory Committee Terms of Reference

The Council of the City of Welland recognizes the existence and continuance of the community-created Rose Festival Volunteer Board (operating as Rose Festival Inc.). To enhance leadership and sustainability of the Volunteer Board, Council has created a Rose Festival Advisory Committee. The Volunteer Board, through its Executive Election process, will recommend for Council's approval 4 of the 5 positions for the Advisory Committee (excluding Council Representative).

The four (4) voting members of the Rose Festival Advisory Committee will serve over both the Advisory Committee and the Volunteer Board in the following capacities: President, 1st Vice President, Secretary, and Treasurer. The Council Representative (also appointed by Council) will serve on the Advisory Committee and the Rose Festival Inc. Board of Directors in accordance with the By-law No. 1 of the Rose Festival Inc.

The Advisory Committee to Council is charged with the following responsibilities:

1. To be an advisory committee reporting to Council to facilitate the organization and operation of the annual Rose Festival.
2. To be part of the Executive Committee of the Rose Festival Volunteer Board of Directors as per By-law No. 1 of Rose Festival Inc.
3. To plan and oversee operation of annual Rose Festival Events.
4. To report to Council and seek approval of Council for all Rose Festival events, including business plans and financial approvals.
5. To recruit volunteers to assist in the planning, operation, and administration of Rose Festival events.
6. To ensure all competitive events are sanctioned and adequately insured through third-party insurance policies where possible. All events will indicate for Council's approval whether third-party insurance exists. Those that do not have third-party insurance will require approval of Council in order to be conducted.
7. To provide audited financial statements annually to the City in a timely manner to expedite Council's determination of financial requirements for the holding of Rose Festival events.
8. To advise and recommend to Council on general matters related to Rose Festival or other community events which may impact on the Rose Festival.
9. To investigate and recommend to Council, Rose Festival legacy opportunities.

Benefits:

1. Provides Council with reporting and financial controls and better community accountability.
2. Provides the Rose Festival with operational efficiencies
 - a. Insurance premium savings
 - b. Better access to and appreciation for in-kind services
3. Enables the Volunteer Board to continue operating and holds it accountable to the Advisory Board.
4. Holds the Advisory Board accountable to Council.
5. Enables citizens and businesses to donate to eligible Rose Festival events and receive charitable receipts from the City.