Subcommittee Organisation and Management

# Purpose of These Guidelines

1. These guidelines are meant to be considered and approved by inter-club event subcommittees as they see fit.
2. These guidelines are intended to clearly identity the duties of individuals and the subcommittee, and to allow for straight-forward dispute resolution in the case of disagreements.
3. They may be altered in order to ensure the subcommittee runs as effectively as possible.

# Sub-committee Composition

1. An event committee will be formed by an equal number of committee members from each club that is involved in running the event. The ideal number of committee members comprising the committee would be 2 or 3 from each club.
2. The event committee will be in charge of organising and running the event with the approval of the involved clubs.

# Individuals’ Duties

1. It is the duty of each club representative to:
   1. Represent their club and its views in all event committee meetings.
   2. Assist in the planning, organisation, running and clean-up of the event.
   3. Keep their club’s committee informed of all plans, outcomes and potential issues regarding the event and the event committee.
   4. Representatives must take all major decisions regarding the event (such as dates, prices, budgets, themes, and venues, or any matter that an event committee member requests approval for) to their committee for approval, UNLESS:
      1. The club committees wish to delegate the ability to approve these decisions entirely to their subcommittee representatives.
   5. Once decisions are approved by all involved clubs they may be acted upon by the event committee.
   6. Liaise between the club and event committee, bringing forward any suggestions or issues.

# Failure to Fulfil Duties

1. If any club’s representatives fail to adequately perform their duties as specified above:
   1. Their club may not receive an equal share of event profits.

# Subcommittee’s Duties

1. It is duty of the event committee to:
   1. Meet at least twice prior to the event.
   2. Elect one member to chair the meetings.
   3. Elect one member to minute the meetings.
      1. Minutes should be made available to the committees of the clubs involved in the event.