

Events Committee - Terms of Reference

Purpose

- Oversight and organisation of NZSA's events other than the Biennial Conference.

Scope

- Input into the annual communications and engagement strategy update and annual plan.
- Develop and maintain an annual events plan, budget and timetable of all NZSA events, confirming owners for each event. Liaise with Technical Committees and Special Interest Groups to ensure an appropriate mix of events over the year that cater to a range of members.
- Organise or work with other Committees and volunteers to set up and run events, develop member communications to promote and work with the Communications Committee, Chief Executive and Secretariat to ensure events are well-publicized.
- Manage the Society's event budget to plan, including ensuring the Secretariat is used for administrative tasks within budget parameters.