



Capital Health

## Capital Health Fun Crew Terms of Reference



### **MANDATE**

To promote and help facilitate fun activities and events to that bring together Capital Health staff, physicians, learners and volunteers to have fun and build relationships.

### **KEY RESPONSIBILITIES**

- Take a lead role in organizing the annual Fall Festival
- Encourage departments, employees, physicians, learners and volunteers to get involved; either in planning events, volunteering or participating in activities and events.
- Promote activities and events organized by Capital Health departments.
- Act as a resource for others (e.g. providing advice, acting as a liaison with Business Offices for ticket sales where applicable, putting out a call for volunteers, etc.)
- Adhere to annual Fun Crew budget.

### **MEMBERSHIP**

Membership may include, but not be limited to, employees, physicians, learners and volunteers within Capital Health. The group may invite community members who have knowledge and expertise in various aspects of the Fun Crew.

### **ACCOUNTABILITY**

The Fun Crew is accountable to Kathy MacNeil, VP, People.

### **DECISION MAKING**

Decision making will be by consensus. By consensus we mean being able to “live with and support” the decision of the group.

### **MEETINGS**

Meetings will be scheduled by the Chair or Co-Chairs as required.

The Chair or Co-Chairs will be appointed by members of the Fun Crew.

### **EVALUATION**

The terms of reference will be evaluated annually.

## **Appendix A**

### **GUIDELINES FOR ORGANIZING EVENTS**

The following are some general guidelines for any Capital Health employee or volunteer who is the lead organizer of an activity or event that falls under the Fun Crew objectives:

- The objective of all Fun Crew events is to bring together Capital Health employees, learners, physicians and volunteers to have fun. Therefore, any costs charged for a Fun Crew event should be to recover costs only, not to raise funds. If groups end up with a slight surplus, this money should go back to the Fun Crew for future Fun Crew events.
- Communicate your ideas or plans for a fun event to the Fun Crew via contact information here of key person(s).
- Confirm financial details with Fun Crew
- Your department will plan and organize the details of the event, and will ensure at least one representative of your department is present the day of the event. If you need additional volunteers, the Fun Crew will work with you to recruit.
- Work with Fun Crew to advertise, promote your event to other Capital Health employees, physicians, learners and volunteers.
- Financial assistance is intended for Capital Health employees, physicians, volunteers and learners use only.

***Disclaimer: Be it known that the Fun Crew committee and Capital Health do not take responsibility and are not liable for any events.***

Revised September 9, 2008