

# **Festival of Faith Planning Team Policy**

## ***Festival of Faith Planning Co-Chairs:***

### *Position:*

- Co-Chairs (1-2 year term) to be elected by the Regional Councils via the Nominations Committees; one from Canadian Shield Regional Council (CSRC) and one from Shining Waters Regional Council (SWRC)

### *Responsibilities:*

- Co-Chair the events of the Festival of Faith Planning Team and provide key leadership before and during the Festival of Faith (FoF);
- Leadership style that fosters team building;
- Works with the Finance Administrator and Executive Minister's Administrative Assistant around providing Honorariums following the event;
- Ensure that a Festival of Faith Evaluation is circulated following the event, in consultation with the Executive Minister's Administrative Assistant; and,
- Support communication in consultation with the Staff Team Lead and other Regional Council Staff, as needed.

*NOTE: The co-chairs will not be the current Chair/President of the RC*

## ***Festival of Faith Planning Team:***

### *Membership:*

- Regional Membership (Term 1-2 years)
- Planning Team Co-Chairs (SWRC & CSRC), Members or Adherents of a community of faith who resides within the bounds of both Regional Councils (4 from SWRC including the Co-Chair and 4 from CSRC including the Co-Chair, for a total of 8 members), with attention to regional perspective and geography (duties will involve event content, speakers, coordination with local arrangements, staff, etc.)
- Ex-Officio Local Arrangements Team Lead

### *Quorum:*

- 1 of the 2 FoF Planning Co-Chairs and a minimum of 4 team members, including the ex-officio Local Arrangements Team Lead.

### *Time Commitment:*

- Minimum 4 events annually ~ 1-2 hours through technology, more as needed.

### *Support:*

- Primary support are the FoF Staff Team Lead, the Executive Assistant to the Executive Minister, the FoF Planning Team, and the Executive Minister and other staff, as needed.

### *Nomination to the Team:*

- Must nominate someone or self-nominate for the Festival of Faith Planning Team; Nomination Committees (SWRC and CSRC) to make the member decisions and report back to the Regional Council Executives (CSRC and SWRC) and/or the Ad Hoc Joint Executives Team.

*Responsibilities and Accountability:*

- The Team is accountable to the Regional Council Executives;
- Work with the Regional Council FoF Staff Lead around creating the FoF theme and content for the event and then seek review from Ad Hoc Joint Executives team and report back to the Regional Council Executives, as needed;
- Seek advice/recommendations from the Ad Hoc Joint Executives team around the location and date of the Festival of Faith;
- **Seek final approval for the Festival of Faith Budget from the Regional Council Executives;**
- Follow Travel Reimbursement Policy set by the Regional Council Executive, if applicable;
- Ability to use (or willingness to learn) online technology as a tool for planning events;
- Seek advice and support from the Regional Council Executive Assistant to the Executive Minister around communication, local arrangements, technology and support, registration, accommodation and coordination of Administrative Staff for the FoF Event;
- Consider best practices around hybrid events, considering the inclusion of Regional Council participants;
- Communicate or include other Regional Administrative Assistants at events when needed for consultation, as per the Executive Minister's Executive Assistant;
- Executive Assistant will include/invite Regional Council Program staff to planning events as needed, and share updated FoF Event agenda with Regional Council staff; inform Regional Council staff around planning event dates.

*During the Festival of Faith Event, the Planning Team Will:*

- Consult and coordinate with local arrangements team for planning purposes;
- Have all members of the Planning Team seated at the Information Table to be support for receiving questions, directions, travel mileage forms, etc., unless they are needed elsewhere
- The Local Arrangements Team, in consultation with the Executive Assistant, will organize the registration desk, catering, selling merchandise, etc.;
- Receive announcements/good news stories during the FoF Event at the Information Table;
- Provide regular event updates and announcements at the FoF Event, as needed;
- Track and provide courtesies at the end of the FoF Event, in consultation with the Co-Chairs and Staff, as needed.

***Local Arrangements Team for FoF Events (1-2 year):***

- local members as needed (typically between 6-12 people), including a Local Arrangements team lead, to support Festival of Faith Planning Team, considering familiarity of the local facility and volunteers;
- duties could involve event venue, volunteers, hotels, local activities/area, catering, registration, in consultation with the Executive Assistant;
- support, plan, and coordinate all meals and breaks, delegate table set-up, decorations, venue set-up, tear-down, and clean-up at the in-person, with help from the planning team;
- The FoF Planning Team will appoint the Local Arrangements team, in consultation with Regional Staff;
- The Local Arrangements Team Lead will report to the FoF Planning Team, in consultation with Staff.