

Event Committee

- **Chair** – A BOMA member with available time and resources to assist in the planning and “Day Of” delivery.
- **Golf Task Force Leads** (2) – One for each tournament.
- **Event Leads** for Curling, Ski Day, and BBQ, to assist in registration, networking and other general logistics.
- **Sponsorship Liaison** – Coordinates with the BOMA office to identify and secure sponsors for the different BOMA Days.
- **General Members** – 4–6 members representing a mix of property management firms, service providers, and other member categories to serve as a pool of volunteers for Day Of activities.
- **BOMA Ottawa Staff Liaison** – Managing overall logistics and administrative support, vendor coordination, and budget tracking.

MEETINGS - The committee would through the year, relative to the various BOMA days, on the Call of the Chair.

TERM OF APPOINTMENT - Committee members are appointed for a one-year renewable term. Members are expected to actively participate in meetings and committee activities.

EVALUATION - The committee’s performance and relevance will be reviewed annually by the Executive Director and Board Liaison. Adjustments may be made based on strategic priorities or participation levels.

PURPOSE - The Events Committee is responsible for planning, organizing, and executing BOMA Ottawa’s signature social and networking events under the “BOMA Days” banner. These events—including two annual golf tournaments, a curling day, a ski day, and a summer BBQ—provide opportunities for members to connect, foster relationships, and strengthen the BOMA community in a relaxed, enjoyable environment.

OBJECTIVES

1. **“Day of” Volunteers** – Recruit a pool of volunteers for each event, via recruitment and personal commitment. Day of Volunteers are expected to help manage the event, and not be a participant in the activity.
2. **Deliver High-Quality Events** – Ensure each event is professionally organized, member-focused, and aligned with BOMA Ottawa’s reputation for excellence.
3. **Maximize Member Engagement** – Create an inclusive and welcoming atmosphere at all events to encourage participation from a wide range of members and guests.
4. **Support Sponsorship & Partnerships** – Working through the BOMA office identify and secure sponsorship opportunities that enhance the event experience and deliver value to sponsors.
5. **Promote BOMA Ottawa** – Coordinate with BOMA staff the appropriate marketing schedule through the most appropriate communications channels.
6. **Evaluate and Improve** – Review event outcomes, feedback, and financial performance to recommend improvements for future events.

AUTHORITY & LIMITATIONS - The committee may prepare recommendations, and suggest changes to legacy activities, but must adhere to agreed upon plans and budgets.

REPORTING & ACCOUNTABILITY - The Committee will report to the BOMA Ottawa Board monthly and submit a summary report at years end outlining key activities, issues addressed, and recommendations.

Key Activities

- Day of logistics for the Golf Tournaments, including format, registration, prizing and sponsor activation.
- Plan and deliver the BOMA Curling Day, incorporating networking opportunities and social components and serve as BOMA Day Ambassadors.
- Coordinate the BOMA Ski Day, including group activities, après-ski networking, and safety considerations.
- Host the BOMA Summer BBQ, providing a casual, family-friendly networking opportunity for members.
- Maintain an archive of best practices, vendor contacts, and event templates for future use.

Policy Inclusion

Members who give their time as Day Of volunteers receive complementary Food and Beverage, but are asked to not participate in the activity associated with the BOMA Day.