



CUC Bid Committee – Terms of Reference

Purpose:

Research and prepare a bid to host the Canadian Ultimate Championship (CUC) in Edmonton by 2016.

Responsibilities:

The CUC Bid Committee responsibilities include but are not necessarily limited to those listed below:

- Research bid allocation requirements.
- Research and investigate all aspects of the CUC bid requirements to ensure the best possible bid is prepared.
- Research grants and other funding opportunities for if the bid is awarded.
- Begin to establish valuable relationships and partnerships for if the bid is awarded.

Resources:

The EUPA Board of Directors in the EUPA yearly budget may allocate funds to the CUC Bid Committee for the year. All requests for additional funds, required for specific projects or general committee operations, should be presented to the EUPA Treasurer for review.

All requests for procurement or use of EUPA equipment, required for specific projects or general committee operations, should be presented to the EUPA General Manager for review.

Composition:

Committee Chair:

The Committee Chair will be appointed by the EUPA Board of Directors, and will act as a representative of the Board.

Committee Members at Large:

- The CUC Bid Committee will consist of a minimum of 5 and a maximum of 10 members.
- The CUC Bid Committee must have a representative from the EUPA Board of Directors.
- The CUC Bid Committee must have a minimum of one member of each gender.
- The CUC Bid Committee must have a minimum of one member who has played in CUC in the past 3 years.

Committee Roles:

Committee Chair

- Schedule and chair all meetings.
- Provide leadership and direction to the committee, and ensure the committee is kept on track for all goals they have set for themselves.

Members at Large

- Stay up to date on all CUC Bid Committee work and provide insights.
- Assist bid requirements and preparation.

Term of Membership:

The term of office will be 2 years.

Meetings:

Due to the short term nature of this committee's purpose, bid requirements being released in mid-December and due in early February, coupled with the involvement of external resources, Edmonton Economic Development Corporation and the primary task being information gathering for the bid, meetings will not be held regularly. Committee members will interact, discussion will take place, and tasks will be delegated primarily through email. In the event that a in person meeting is required the Committee Chair will designate a time providing committee members with a minimum of one weeks notice.

All committee discussions will take place over email, with each member sending their updates and sharing documents accordingly.

Records and Reporting:

CUC Bid Committee meeting minutes will be recorded by a member of the committee and will be submitted to all committee members in the week following the meeting through Google Docs. A copy of the meeting minutes will also be saved in the cuc@eupa.ca Google Drive and shared with the EUPA General Manager through Google Docs.

The EUPA Board Representative will report to the Board on a monthly basis at the EUPA board meetings.

Related policies / By-laws

- The CUC Bid Committee will ensure all goals and work are aligned with EUPA's 3 Year Strategic Plan.
- The CUC Bid Committee will follow CUC bid requirements laid out by Ultimate Canada.

Review

The CUC Bid Committee Terms of Reference will be reviewed at EUPA year-end, next review September 30, 2015.