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## **Guidelines for Events Sub-Committee (1) 15/04/24**

### **1. Purpose:**

- The Events Sub-Committee is responsible for planning, organising, and executing events and activities that promote the mission and objectives of Nutritional Therapists of Ireland (NTOI) and engage its members and the community.

### **2. Composition:**

- The Events Sub-Committee shall consist of NTOI members who have a passion for event planning, marketing, and networking.

- The sub-committee should strive for diversity in its membership to bring varied perspectives and ideas to event planning.

### **3. Responsibilities:**

- Develop an annual events calendar in alignment with NTOI's goals and objectives.

- Plan and organize educational seminars, workshops, conferences, and other events related to nutrition, health, and wellness.

- Coordinate logistics for events, including venue selection, catering, audio-visual equipment, and event materials.

- Promote events through various channels, including social media, email newsletters, and NTOI's website.

- Collaborate with sponsors, partners, and vendors to secure support and resources for events.

- Evaluate the success of events through attendee feedback, post-event surveys, and analysis of key performance indicators.

- Maintain accurate records of event budgets, expenses, and attendance.

### **4. Guidelines for Event Planning:**

- Define the purpose, target audience, and desired outcomes for each event.

- Establish a budget for the event and seek approval from NTOI Board of Directors.

- Develop a timeline with clear deadlines for tasks and milestones leading up to the event.

- Assign specific roles and responsibilities to sub-committee members and volunteers.

- Ensure accessibility and inclusivity in event planning, considering factors such as venue accessibility, language, and cultural diversity.

- Incorporate innovative and interactive elements to enhance attendee engagement and learning.

### **5. Collaboration and Communication:**

- Maintain open communication with other NTOI sub-committees, the Board of Directors, and external stakeholders to ensure alignment and collaboration on event initiatives.

- Regularly update NTOI members on upcoming events and activities through newsletters/Bulletins, social media posts, and website announcements.



- Establish communication channels within the sub-committee for efficient coordination and decision-making.

#### **6. Evaluation and Continuous Improvement:**

- Conduct post-event evaluations to gather feedback from attendees, speakers, sponsors, and volunteers.
- Use evaluation findings to identify strengths, weaknesses, and areas for improvement in event planning and execution.
- Incorporate lessons learned and best practices into future event planning processes to enhance the quality and impact of NTOI events.

#### **7. Compliance:**

- Ensure that all events organised by the Events Sub-Committee comply with NTOI's policies, procedures, and ethical standards.
- Adhere to relevant legal and regulatory requirements, including those related to health and safety, data protection, and accessibility.

#### **8. Reporting:**

- Provide regular updates on event planning progress and outcomes to the NTOI Board of Directors, including budget reports, attendance figures, and post-event evaluations.

#### **9. Review and Revision:**

- Review these guidelines periodically to ensure their effectiveness and relevance to the needs of NTOI and its stakeholders.
- Revise the guidelines as necessary based on feedback, changes in organisational priorities, or evolving best practices in event management.

#### **10. Adoption:**

- These guidelines shall be adopted upon approval by the NTOI Board of Directors and communicated to the Events Sub-Committee members and relevant stakeholders.

#### **11. Effective Date:**

- These guidelines shall take effect immediately upon adoption by the NTOI Board of Directors and shall remain in force until amended or repealed.

#### **Signed:**

[Name of NTOI Directors]

[Date of Adoption]

These guidelines provide a framework for the effective planning, organization, and execution of events by the Events Sub-Committee, ensuring that NTOI events contribute to the fulfillment of the organisation's mission and objectives.