**TITLE:** Ops/Special Events Committee

**PURPOSE:** Establish duties for the Ops/Special Events Committee

**ACTIONS/PROCEDURES/ACCOUNTABILITIES**

1. All special event planning shall be done in coordination with the Market Manager
2. Develop, maintain, and implement a Special Events calendar.
3. Coordinate with the Marketing Committee to ensure photo coverage of events.
4. Seek sponsorship for special events to offset costs when possible.

# Maintain a detailed budget of receipts and costs.

# Promote events thru social media, print, radio, etc.

# A yearly budget for special events will be decided by the Board. Any expenditures above the allotted amount must have prior Board approval.

# Committee may meet via email, if needed.

# Report to the Vice Chair.

# Provide a monthly written report at least one week prior to all regular Board meetings. The report shall contain, but not be limited to, the following information:

# A schedule of upcoming Committee meetings.

# The previous month’s activities.

# A status report detailing upcoming activities and timelines.

# A detailed financial report.

# The Committee Chair or a designee shall be present at all regular Board meetings.

# If unable to be present, a written repost shall be submitted to the office and Vice Chair no later than one (1) hour prior to the board meeting.

# Accountable to the Board as specified in the Bylaws.

# Provide appropriate required financial records for all expenditures.

# All FCMLC members in good standing are eligible to serve on this committee.

# Committee membership of at least 50% by the vendor population is preferred.

# Committee and sub-committee members shall serve without compensation.

# Members may only serve on one committee.

# PROCEDURE APPROVAL :

#

Secretary Date

Chair Date