

# **Waiau School Board**

## **Trailride Terms of Reference**

### **Purpose:**

To ensure the smooth running of the Trailride weekend while having a Board representative to oversee the event as we are ultimately responsible for the whole weekend.

### **Members:**

Must include one Board of Trustee member to lead the meetings and oversee the event.

The Trailride Chairperson shall be appointed by the Board. The Board may enlist outsiders or co-opt additional trustees to the Committee as and when required.

### **Meets:**

- Meetings with the Trailride Committee are to be held:  
November (prior to the Trailride)  
February (one month before the Trailride)  
Debrief meeting (week following the Trailride)
- The Chair will also oversee the venues, courses, catering, advertising, enrolments, signage, permission/communication with the Landowners and RAMS.
- The Chair (delegated Board member) will report to the Board following each meeting and at other meetings when necessary.

### **Authority:**

The delegated Board Member acts as a Chairperson to the Trailride Committee for the purpose of chairing meetings and overseeing the event.

All financial/major decisions need to be brought back to the Board for final approval.

The Board Chair and Principal need to be kept informed throughout.