



FINAL: Oct 4 2012

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### **Purpose**

To provide guidance on the hosting criteria to consider when planning major provincial events.

### **Background**

A Risk Assessment and Analysis was conducted by the Executive Committee with the following criteria being developed. This criteria must be adhered to prior to any major event being approved.

Please note: A major event would include, but not limited to, hosting an Interprovincial Camp, province-wide event, or any activity that would have significant budget or human resource implications for the province and/or the Nova Scotia Council.

### **CRITERIA:**

1. The proposed fees for participants must cover all budgeted costs. Where participant fees do not cover costs, additional sources of revenue must be identified and expenses minimized.
2. Creation of the budget must be as informed as possible and, after approval, a reforecast of the budget must be made at six month intervals or as changing circumstances dictate.
3. A Fundraising Plan must be developed for each major event / activity.
4. Timing of the event must take into consideration what competing activities may be taking place or are planned for the same target audience (provincially & nationally and outside of Guiding) and Nova Scotia's ability to secure required resources. Clearly identifying the "right" time to "host" an event.
5. Specific indication of Members (adult & girl) needs and interests in the particular activity is mandatory as is the confirmed ability to engage Members in supporting same.
6. Identification of the optimum age group to target the event to take into consideration recruitment & retention of Members.
7. The organizational structure for the event must follow the Management Team approach consistent with other Provincial Events / Activities. Further, evidence must be provided that the Planning structure will change or adapt to create an Implementation structure as the event unfolds.
8. Clear Position Descriptions and role definitions to be provided and a plan for updating / revision of structure and Position Descriptions as circumstances dictate.
9. Clearly defined "Go / No Go" decision points must be indicated – in particular with regard to financial implications, Budget, and HR skills, ability and availability.
10. Timeline must demonstrate reasonability, adaptability, and flexibility, as well as accountability and monitoring and control procedures.
11. Identification of strong leadership with one clear identified Chair. Chairperson to be approved by the Nova Scotia's Nominations and Search process.
12. Clearly determine and identify capacity in adult Members to commit time and provide skills to help run the activity concerned.
13. Individual(s) identified for leadership roles in the event, must have considered impact on current and ongoing commitments to her/their other roles and GGC needs.
14. Identification of 3-5 sites in NS that meet predetermined criteria which are for selection and proof that research has been conducted to identify the potential to host a GGC major activity. Should there not be 3-5 sites available, confirmation of investigation of available sites should be stated in the proposal.
15. In the case of the proposal being for an "International" event, needs of internationals must be assessed to determine ability to meet requirements and impact on resources.
16. Evidence that a Risk Assessment has been conducted & provision for an ongoing Risk Evaluation Plan.
17. Post evaluation of event to be conducted within 3 weeks of event completion.