



Trade Show Committee Mandate

I. Mandate

The Trade Show Committee is a committee of the Board of Directors (BOD) of the Association of the Ontario Road Supervisors (AORS). The mandate of this committee is to develop plans to maximize the venue, organization and publicity of the Municipal Trade Show.

II. Committee Composition, Appointment and Procedures

a. Composition and Appointment of the Committee

The Committee shall be comprised of five (5) members of the Board of Directors, or their representative, which includes the current trade show chairperson and the previous four trade show chairpersons.

b. Committee Chairpersons

- The Chair shall be the member of the show held four years previously.
- Set agenda and ensures that the Committee meets on a regular basis, at least once per year, usually in the fall of the year.
- Report to the full BOD on all proceedings and deliberations of the Committee and at such times and in such manner as the Board considers advisable.

c. Absence of Committee Chairman

If the Chairman of the Committee is not present at any meeting of the Committee, one of the other members of the Committee who is present at the meeting shall be chosen by the Committee to preside at the meeting.

d. Quorum

A majority of the members of the Committee shall constitute a quorum.

III. Responsibilities of the Committee

- a. In conjunction with the CAO, solicit proposals from respective associations within rotating zones to host the next show to be awarded.
- b. Review proposals submitted and meet with the respective associations to view site etc.
- c. The Trade Show Committee will present their recommendation to the Board of Directors at the February meeting, two years prior to the show year. The Host Association will be announced at this meeting.
- d. Review trade show regulations and make recommendations to the Board of Directors.
- e. Recommend appropriate improvements or constructive additions that will benefit the association, attendees and vendors.