



GOVERNMENT HOUSE  
HISTORICAL SOCIETY

TERMS OF  
DEEDENCE





## GHHS Committee Terms of Reference

Issued:

Approved by:

Contact:

### Authority

**Mandate:** To host the Dickens Yuletide Singers concerts on one weekend in December, and to provide these free concerts to the public in order to bring people into Government house. A freewill collection will be taken.

**Composition:** four to five people

**Current Members:** Lorna Bingaman (Chair), Lois Pinno, Janette Richardson, Alyce Garrett, Elaine Giroux-Sylvestre

**Term of Office:** no set terms



**Duties:** - Book the Ballroom (for Concerts), Sir Richard Lake Room (for refreshments), Kitchen (for prep), and Board Room (for Singers to practice and get ready). Contact Christopher Dove in the LG's Office in January to book.

- Design and print tickets, letters, handouts posters and programs.
- Advertise in October in the Society Times and at the Victorian Tea with handouts.
- Take inventory in October of supplies and purchase any additional items required to serve the refreshments.
- Distribute the tickets with covering letter once call in has occurred (approx Nov 1)
- Order dainties (Sobeys currently)
- Secure volunteers needed:
  - o Kitchen – 2 (usually same both days)
  - o Busboy – 1 each day (are paid so discuss with Treasurer for cheques)
  - o Greeters – 2 each day
  - o Master of Ceremony – 1 each day
  - o Ticket Collectors – 2 each day
  - o Servers – 4 each day
- Set up Ballroom and Sir Richard Lake Room either day before or morning of concerts.
- Receive baking (at House) delivery day before.
- Day of Event:
  - o Ensure water glasses are in the Board room for the singers and, at 12:30, place full glasses by each singer's chair in the Ballroom. Refill glasses between concerts.
  - o Greeters should be in place in the main hallway to greet and direct public.
  - o Table should be outside the ballroom door for tickets and donation basket.
  - o The kitchen volunteers divide the dainties onto plates for the tables in the Sir Richard Lake Room.
  - o Prior to the end of each concert, refreshments are brought upstairs. Dainties are placed on each table and beverages are served by volunteers at a main table. Loose collection basket is placed on the serving table.
  - o Volunteers clean up after each concert in readiness for the next one.

### Meetings and Quorum:

Meetings will be held three to four times per year as required. Quorum is 3 members of the committee.



**Reporting Requirements:** A report is prepared for the next Board meeting after the event and for the AGM. A budget is also prepared for the first Board meeting of each year.

### **Remuneration**

No committee member is remunerated for serving on the committee.