**Charter for the Events Committee for MFFM**

**Purpose:**

The Event Committee is designed to assist the board of directors in the development and planning of programs of all types of events that take place at MFF. This would include responsibilities of MFFM fundraising events, approval of outside event requests by either the public or members as well as to assist in developing a strategic plan for all events that take place at the Farm and report back to directors.

**Composition:**

The Committee will consist of a board member as the chairman and approved Committee members by the chair. The Committee members can be members or nonmembers that have a desire to work on this Committee.

1. The Committee will have no term limits except for the chairman who will have to be on the board during their chairmanship
2. Members are approved by the Chairman
3. A secretary is appointed by the Committee to take notes and record meeting attendance.
4. The Committee should have no more than 11 members. A majority of the Committee members shall constitute a quorum for the transaction of business.
5. All members have voting rights
6. The Committee chair will report to the Directors either at a meeting or via email
7. The Committee shall hold such meetings as it deems necessary but shall meet at least quarterly. The Chair or any member of the Committee may call meetings of the Committee.

**Responsibilities:**

1. The committee members will review and working together to form an outline for each of MFFM’s annual event and then apply the information to make each event successful. (Food, vendors, merchandise, volunteers and any maintenance and setup that is required for the event.) MFFM holds four annual events.
   1. **Ice Day:** Usually the first Sunday in February.
   2. **June Jam:** A Music event in mid-June.
   3. **Farm Days:** A two-day agricultural event that highlights farming and farm life from the past and present. There is a Roast Beef dinner on Saturday and a pancake breakfast on Sunday that will need organizing as well.
   4. **Harvest Da**y: A celebration of the Harvest with some vendors and soups and hotdogs.
2. The chairmen will be responsible for gathering information when a request for a non MFFM event is requested. They will then present the information to the committee to review and approve. If the event is approved and in compliant with the rules pertaining to outside events the chair will present the request to the directors for final approval.
3. Rules for a non-farm event:
   1. Applicant must have a longstanding relationship with the farm museum, such as volunteers, participated in our annual activities or funding at a significant level.
   2. Need to provide, date, time frame, group size, food and beverage plans, if wanting to use any buildings or erecting a tent, insurance and any other information requested by the committee.