

## **Big Igniters Terms of Reference**

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### **Purpose**

The purpose of the Big Brothers Big Sisters' (BBBS) Big Igniters Committee is to bring together a group of 8-12 passionate volunteers from an array of backgrounds to support the BBBS mandates while building connections and having fun along the way!

### **Objectives**

- 1) Execute 2 marquee events each year to develop funds for BBBS programming;
- 2) Drive brand awareness of BBBS through supporting the agency's marketing and promotional strategy;
- 3) Leveraging personal and professional networks to aid in volunteer and mentor recruitment, as well as for other agency events.

### **Meetings**

- The committee will develop a schedule to meet once a month, in-person or virtually
- Additionally, meetings may be held at the discretion of the chair or co-chairs to prepare for events

### **Committee Member Responsibilities**

- Attend at least 70% of the meetings
- Assist in the planning and execution of two Big Igniter led events each year
- Attend the two Big Igniter led events
- Be comfortable spreading the word within your personal and professional networks about BBBS, their events and the amazing work they do in the community
- Have a passion for building a brighter future for the next generation

### **Committee Composition**

- The committee may be headed by one chair or two co-chairs. The Chair(s) will be responsible for setting the agendas of the meetings and communicating to committee members. They will also be responsible for communicating any event decisions to the Executive Director of the agency prior to implementation.
- A minimum of one BBBS staff will also participate
- An BBBS agency board member will be encouraged to join the committee
- Other outside members will comprise the majority of the committee

### **Communication Platform**

The committee will communicate using the Slack platform. For charting and other online organizational tools, Google Docs will be used. Members must be comfortable with these platforms or be prepared to learn how to function in it. Email will also be used as needed.

### **Reporting**

At the start of each meeting, a committee member will be appointed to record the meeting minutes and action items. Meeting minutes are to be posted to all committee members through the Slack communication platform within 24 hours of the meeting.