

TERMS OF REFERENCE

Way and Means Committee

The Gaming publications have been listed in this section because in most branches, it is the Ways and Means Committee that manages licensed gaming activities within the branch (i.e. meat draws, raffles, 50/50 and bingo). These publications are maintained on the Gaming website - Policy and Enforcement (<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>). Copies can be obtained by contacting your local gaming office or local Government Access office.

The committee should comprise of a Chair and three to five members. The committee should:

- In consultation with the Finance committee devise ways and means for the purpose of raising the necessary funds to assist in maintaining community activities of the branch (i.e. extras needed over and above a particular committee's approved budget and such other expenditures as might arise such as Convention expenses, etc).
- Supervise and co-ordinate any fundraising projects (other than normal special events) within the branch, regardless of sponsorship.
- Prior to the end of the term, a summary of funds raised and cost incurred during the past year's operation will be prepared for referral to the incoming committee to assist in budget preparation.
- After each event submit a written report to Executive and General Meetings to show income and expense.
- Remember to keep notes of all the steps in planning each event, so there is a reference manual for the following year.

References:

- Gaming Control Regulations
- Standard Procedures for Ticket Raffles
- Gaming Control Act