

## **Mount Royal Faculty Association**

### **Committee Transition Event**

**August 26, 2011**

#### Committee Membership:

- If you, or member of your committee, cannot serve this year, please inform Chantelle Anderson (6192) immediately.
- If your committee is responsible for electing its Chair, please inform Chantelle Anderson of your committee's selection.

#### Committee Reminders

- If your committee makes purchases through the MRU Chargeback system you will have to request that Chantelle make payment arrangements for each purchase. The MRFA FOAP number has changed and will no longer be given out to committees.
- If you incur any expenses resulting from committee work, give Chantelle the receipts for reimbursement
- The only reporting that is required of committees is the annual report to be submitted at the beginning of May every year. However, to improve faculty members' awareness of what the MRFA committees provide them with, please send any updates you/your committee would like to have posted.
  - Each committee has a section on the website, and information will be posted there.
  - Also, information/updates/event notices go out in our weekly and monthly newsletters and may also be posted on our private [Facebook page](#).

#### Communications Committee Request:

- The Communications Committee requests that at least one member from every committee be a member of our new private Facebook group. If you need help joining the group and/or Facebook please contact Kit Dobson, Chair of the Communications Committee, for assistance. As a member of the Facebook Group and a representative of your committee, please post updates periodically pertaining to the work/activities of your committee (if appropriate).