

## COMMITTEE CHARTER

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<b>Committee:</b>	Social Events Committee
<b>Committee Sponsor:</b>	Mount Royal Faculty Association
<b>Date Last Revised:</b>	May 24, 2017

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### Mandate

The Social Events Committee shall plan, advertise and host activities that enhance the social interaction of all members of the Association. These activities may or may not take place in the Faculty Centre. Social activities foster collegiality among faculty and can engender further participation in the Association.

### Authority

The Social Events Committee is a standing committee of the Mount Royal Faculty Association. It reports on its activities to the Executive Board and to the Regular Members of the Association. The committee has the authority to approve expenditures within its annual budget, except that Executive Board approval is required for expenditures on food or accommodations for committee members. The MRFA ~~Executive Assistant~~ Senior Administrative and Faculty Relations Officer shall serve as the committee's treasurer and monitor expenditures from the committee's budget. To reduce costs, the committee is encouraged to make use of Faculty Centre services when hosting events.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

### Membership

The Social Events Committee shall consist of:

- at least one contract faculty member to serve a term of two years and to be elected in odd-numbered years;
- three Regular Members to serve a term of two years and to be elected in odd-numbered years;
- three Regular Members to serve a term of two years and to be elected in even-numbered years;
- the Faculty Centre Coordinator,
- the ~~Executive Assistant~~ Senior Administrative and Faculty Relations Officer who shall be Treasurer.

The committee shall annually select a chair from among its elected members.

### Meetings

In addition to the initial meeting, which shall be held during the Committee Transition Meetings, the committee shall meet at least once per month throughout the academic year. Quorum shall be four members of the committee, including the chair or designee. Minutes will be taken for all committee meetings and submitted to the ~~Executive Assistant~~ Senior Administrative and Faculty Relations Officer for filing.

### Expected Activities

Members of the Social Events Committee shall:

- in consultation with the Faculty Centre Coordinator, attend and participate in planning, advertising, hosting, preparing, decorating, and cleaning up after events organized by the committee;
- organize social gatherings and recreational activities that enhance the social interaction of members and/or promote the use of the Faculty Centre;
- normally arrange one such event as follows:
  - on the first Friday of the fall semester to introduce new full-time and contract faculty to the MRFA;
  - on a Friday in November, a tenure, promotion and awards celebration planned by the previous year's committee, in coordination with the Executive Board, and with co-sponsorship from the PSGC and Academic Affairs;
  - ~~on the second Friday of December, an~~ annual holiday party in December, one for Members and one for members and their Children;
  - one event in January, March, and May to be scheduled by the Committee; and
  - one event suitable for members' families to attend, to be scheduled at an appropriate time by the committee
- encourage colleagues' direct involvement and participatory engagement in the work of the committee.

- record all tasks associated with arranging events in the committee's event binder for possible future use;
- prepare a report for the Annual General Meeting describing the events organized during the year and a summary of committee expenditures.

### **Resources**

- The MRFA will provide a budget for the committee in an amount to be reviewed by the MRFA Treasurer annually or at the request of the committee.
  - Members of the Committee are encouraged to get ASIP certification which shall be paid for by the Association.
  - The committee may hire additional staff at the rate of \$20/hour subject to the approval of two signing officers of the Association.
- Additional financial support may be obtained by the committee through seeking sponsors within the Mount Royal University community.
- The committee has full access to, and priority booking of, the Faculty Centre.
- Decisions to hold events in the Faculty Centre after regular hours must be approved by the Faculty Centre Coordinator and shall be held in accordance with the MRFA Policies and Procedures Manual.