
COMMITTEE CHARTER

Committee:	Retired Members Committee
Committee Sponsor:	Mount Royal Faculty Association
Date Last Reviewed:	April 9, 2020

Mandate

The Retired Members Committee shall plan, advertise and host activities that enhance the social interaction of retired members of the Association. Social activities foster long lasting connections and can engender further participation in the Association.

Authority

The Retired Members Committee is an ad hoc committee of the Mount Royal Faculty Association and reports on its activities to the Executive Board. The committee has the authority to authorize expenditures for events in line with its mandate up to an annual maximum as allotted by the approved MRFA annual budget. The MRFA Senior Administrative and Faculty Relations Officer shall serve as the committee's treasurer and shall monitor expenditures from the committee's budget.

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

Membership

The Retired Members Committee shall consist of:

- four Retired Members to serve a term of two years, two to be appointed in even-numbered years and two to be appointed in odd-numbered years;
- the Faculty Centre Coordinator (non-voting); and
- the Senior Administrative and Faculty Relations Officer who shall be Treasurer.

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

Meetings

The committee shall meet at least once in each academic year. Quorum shall be two members of the committee, including the chair or designee. Minutes will be taken for all committee meetings and submitted to the Senior Administrative and Faculty Relations Officer for filing.

Expected Activities

Members of the Retired Members 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 retired members and/or promote the use of the Faculty Centre;
- encourage retired colleagues' engagement in the Association either by attending events or remaining connected through social media; and
- 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.
- The committee has full access to booking of the Faculty Centre as outlined in the MRFA Policies and Procedures Manual.
- 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.