



Committee:	Three's Company
Committee Sponsor:	Mount Royal Faculty Association
Date last Revised:	August 19, 2021

Mandate

The Three's Company Committee shall enhance the interaction of all members, and in particular new members, of the Association by coordinating the development of small groups which provide ongoing connections and support structures for members.

Authority

The Three's Company Committee is an ad hoc 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 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 Three's Company Committee shall consist of:

- Three regular members of the Association appointed annually in the Spring from and by the MRFA's Social Events Committee, Professional Development Committee and Member Engagement Committee, 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 normally meet at least once in August to plan for the year and once in May to debrief and forward recommendations to the subsequent committee. Quorum shall be three members of the committee, including the chair or designee. Minutes will be taken for all committee meetings and approved minutes shall be submitted to the Executive Board for information.

Expected Activities

Members of the Three's Company 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;
 - The Committee shall normally host one initial networking event in early fall and another event between January – May.
- maintain a list of companies and a distribution list to all Three's Company participants;
- distribute regular newsletters to Three's Company participants which provide resources and promote social gatherings and activities that provide PD opportunities, enhance the interaction of members, and/or promote the use of the Faculty Centre;
- record all tasks associated with arranging events 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: currently, \$1,000 annually. This amount may be reviewed by the MRFA Treasurer annually or at the request of the committee.
- 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.
- The continuation of this ad hoc committee is scheduled to be reviewed in Spring 2023