



Committee: Social Events Committee
Committee Sponsor: Mount Royal Faculty Association
Date last Revised: October 7, 2022

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 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:

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

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

Meetings

The committee shall normally 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 approved minutes shall be submitted to the Executive Board for information.

Committee Event Planning Guidelines

The Social Events Committee will, wherever possible, plan a schedule of events for each academic year with the aim to provide various types of opportunities, times, and means for members' participation. All events shall be in compliance with related Association policies, and will take into consideration the following goals and requirements.

- Social gatherings and recreational activities will be organized with the aim to enhance the *social* interaction of members and/or promote the use of the Faculty Centre.
- All social events shall provide a variety of food and beverage options that meet the various dietary and religious needs of members, and all food shall be clearly labeled at all events.
- Inclusive language shall be used in the promotion of all social events and efforts will be made to ensure that external individuals, when engaged to provide a service and/or entertainment at a social event, are mindful of their use of inclusive language.

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;
- normally arrange a minimum of five social events per year including, but not limited to:
 - an event to introduce new full-time and contract faculty to the MRFA to be held prior to the end of September;
 - on a Friday in the Fall, a Faculty Achievement Celebration that recognizes members for their achievement of tenure, promotion, permanence, and awards planned by the previous year's

- committee, in coordination with the Executive Board, and with co-sponsorship from Academic Affairs;
- one event suitable for members' families and friends to attend, to be scheduled at an appropriate time by the committee; and
- additional events as deemed appropriate by the committee.
- encourage colleagues' direct involvement and participatory engagement in the work of the committee.
- 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 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 Alberta ProServe certification which shall be paid for by the Association.
 - The committee may hire additional staff in accordance with the MRFA Policies and Procedures Manual 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.