



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Committee: MRFA 60th Anniversary Steering Committee
Committee Sponsor: Mount Royal Faculty Association
Date Last Revised: June 2025

Mandate

The MRFA 60th Anniversary Steering Committee shall coordinate, plan, and oversee activities, events, and communications marking the Association's 60th anniversary. The committee will ensure anniversary activities are inclusive, accessible, and reflective of the MRFA's values, and will regularly report progress to the Executive Board.

Authority

The MRFA 60th Anniversary Steering Committee is an ad hoc committee of the Mount Royal Faculty Association, struck by the Executive Board. The committee may authorize expenditures related to anniversary activities with an overall budget limit of \$1,000. Where applicable, other committee budgets may be used to support 60th anniversary initiatives.

Membership

The MRFA 60th Anniversary Steering Committee shall consist of:

- One (1) member of the Executive Board, appointed by the Board, who shall serve as Chair;
- Up to four (4) MRFA Members, appointed by the Executive Board;
- The Administrative Specialist (non-voting, recording secretary).

Meetings

The MRFA 60th Anniversary Steering Committee shall normally meet monthly and more frequently as required. Meetings may be held virtually or in-person as appropriate. Quorum shall be 50% of current voting committee membership + 1, including the Chair. Minutes will be taken for all committee meetings and approved minutes shall be submitted to the Executive Board for information.

Expected Activities

The MRFA 60th Anniversary Steering Committee shall:

- Coordinate a call to retired members and past MRFA leaders to attend the 2026 AGM and reception;
- Solicit and compile archival materials, including photos, documents, and stories from members;
- Coordinate the collection and editing of video submissions from current and retired members reflecting on their involvement with the MRFA, with a final commemorative video presented at the AGM;
- Liaise with the Communications Committee to ensure that the anniversary is a central theme in MRFA communications throughout the anniversary year;
- Propose a 60th anniversary logo and commemorative swag for approval by the Executive Board;
- Support Social Events Committee planning for events that incorporate the anniversary theme;
- Provide regular reports to the Executive Board on progress and upcoming activities;
- Ensure that anniversary activities and commemorative materials are produced in an accessible and cost-effective manner, utilizing internal resources wherever possible.

Resources

If necessary, the committee may submit requests to the Executive Board for expenditures related to anniversary activities beyond its allocated budget of \$1,000. The Administrative Specialist shall serve as recording secretary for committee meetings and will provide administrative support, including coordination of video submissions and communications with contributors.

Ideal Skill Set for Committee Members

While not required, the following skills and experience are considered assets for committee members:

- Event planning and coordination;
- Graphic design;
- Video editing or production;
- Experience with MRFA history and governance;
- Communications and storytelling.