TERMS OF REFERENCE - STAFF SOCIAL COMMITTEE

Purpose:
The purpose of the Staff Social Committee is to organise social and recreational events for the enjoyment of staff members. This may include Christmas, Executive Handover, Staff Away Day and other ad hoc activities throughout the year.

Membership:
The Social Committee shall consists of-
(1) Chair - to be selected at the first meeting
(2) Several staff / Exec members as volunteered

Term:
Staff shall be members until they wish to step down from the Committee

Responsibilities:
The Chair will
(1) schedule all committee meetings
(2) set agenda for meetings
(3) act as the contact/resource person to the committee
(4) revise/update Terms of Reference when necessary
(5) report to the SMT at regularly scheduled meetings
(6) obtain approval from the SMT regarding budget for events, suggestions and recommendations from the committee

The Committee will
(1) attend meetings as arranged by the Chair
(2) carry out responsibilities in accordance with the Terms of Reference and direction of the Chair
(3) canvass staff to determine events and programs of current/popular interest
(4) initiate and organise social events responding to suggestions of popular interest and enjoyment from the membership
(5) recruit staff members to the committee who have an interest in events to help with an activity or function
(6) keep the Chair informed of the status of any committee activity or event that individual members may be responsible for organising
(7) obtain and evaluate staff feedback relating to events and activities scheduled, to be communicated to the SMT

Last Updated September 2013