Terms of Reference  
Fundraising and Social Committee

1.0 Purpose  
The purpose of the Fundraising and Social Committee is to organize social and fundraising events for the enjoyment of staff members.

2.0 Mandate  
- Canvass staff to determine events and programs of current/popular interest  
- Initiate and organize social events responding to suggestions of popular interest and enjoyment from the membership  
- Recruit staff members to the committee who have an interest in events to help with an activity or function  
- Seek sponsorships/donations for events that require prizes, silent auction items, gifts  
- Perform other functions as requested by the BOARD/OPS

3.0 Reporting  
The Fundraising and Social Committee reports through the Chair to the President. The Chair reports annually to the membership.

4.0 Membership  
The Fundraising and Social Committee consists of:
- Several members appointed by the Chair as necessary (the number will be based on the staffing requirements to support targeted Fundraising and Social programs). Each member serves a minimum of two years. Event chairs/leaders must be current members of the UWSA.

5.0 Chair  
The Chair is the Communications and Administrative Coordinator.

6.0 Recording Secretary  
The Recording Secretary is the Communications and Administrative Coordinator.

7.0 Frequency of Meetings  
The Fundraising and Social Committee shall meet monthly.

8.0 Quorum  
A quorum shall be a majority of the members entitled to vote.

9.0 Appointment  
- Members are appointed annually by the Chair for a two-year term  
- The Appointments Committee may be engaged to help with recruiting members.

10.0 Circulation of Minutes  
Minutes are circulated to Committee members, and to the President.

Revised: April 19, 2022  
Approved: July 15, 2022