Terms of Reference: Fundraising and Social Committee

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

Membership:
The Social and Recreational Committee consists of:

- Chair – selected by the President of the UWSA from the UWSA Board of Directors
- several members appointed by the Chair as necessary (the number will be based on the staffing requirements to support the targeted Social and Recreational programs)

Term of office:
Each member serves a minimum of two years on an alternating basis.

Responsibilities:
The Chair will:
- schedule all committee meetings
- set agenda for meetings
- act as the contact/resource person to the committee
- familiarize the committee with its mandate
- revise/update Terms of Reference when necessary
- report to the UWSA Board of Directors at regularly scheduled meetings
- obtain approval from the UWSA Board of Directors regarding events, suggestions and recommendations from staff members

The Committee will:
- attend meetings as arranged by the Chair
- carry out responsibilities in accordance with the Terms of Reference and direction of the Chair
- 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

Each member will keep the Chair informed of the status of any committee activity or event that they are responsible for organizing.

Revised January, 2013