Terms of Reference Fundraising and Social Committee

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

Membership:
The Fundraising and Social Committee consists of:
• Chair – Communications & Administrative Coordinator
• Several members appointed by the chair as necessary (the number will be based on the staffing requirements to support targeted Fundraising and Social 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, with approval of UWSA President
• report to the UWSA Board of Directors monthly
• Update the UWSA President regarding events, suggestions, and recommendations from staff members
• Submit funding requirements annually to UWSA budget committee

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
• Seek sponsorships/donations for events that require prizes, silent auction items, gifts
Each member will keep the Chair informed of the status of any committee activity or event that they are responsible for organizing.