



Social Committee – Terms of Reference

Purpose:

Plan and execute social events to help EUPA build community and promote a culture of belonging, engagement, and fun among all EUPA members.

Responsibilities:

The Social Committee responsibilities include but are not necessarily limited to those listed below:

League Events:

- Work with EUPA General Manager and EUPA Board of Directors to plan and run all EUPA League parties as request by the Board.

Community Events:

- Work with EUPA General Manager to plan and run various social events, that engage all members, throughout the year.

Resources:

The EUPA Board of Directors in the EUPA yearly budget may allocate funds to the Social Committee. All requests for additional funds, required for specific events or general committee operations, should be presented to the EUPA Treasurer for review.

All requests for procurement or use of EUPA equipment, required for specific events or general committee operations, should be presented to the EUPA General Manager for review.

Composition:

Committee Chair:

The Committee Chair will be appointed by the EUPA Board of Directors, and will act as a representative of the Board.

Committee Members at Large:

- The Social Committee will consist of a minimum of 5 and a maximum of 8 members.
- The Social Committee must have a representative from the EUPA Board of Directors.
- All Social Committee members must be active members of EUPA.
- The Social Committee must have a minimum of one member of each gender.

Committee Roles:

Committee Chair

- Report to EUPA Board of Directors on Social Committee work.
- Schedule and chair all meetings.
- Monitor Social Committee funds, as allocated by the EUPA Board of Directors.
- Provide leadership and direction to the committee, and ensure the committee is kept on track for all goals they have set for themselves.

Members at Large

- Stay up to date on all Social Committee work and provide insights.
- All Social Committee members must significantly contribute to the planning and execution of at least one social event per year.

Term of Membership:

The term of office will be a minimum of one year with no maximum.

Meetings:

Meetings will take place a minimum of once in a two-month period.

Committee members will be provided with a minimum of one weeks notice before all meetings. Circumstances permitting meetings will take place in person; attendance via electronic methods will also be accepted. 50% of the committee will be required for quorum.

The meeting agenda will be prepared by the committee chair and shared with all committee members through Google Docs or email at least 24 hours prior to the meeting.

Additional communication between committee members, outside of meetings, shall take place through email to ensure all committee members are kept up to date with committee work and discussion.

Records and Reporting:

Social Committee meeting minutes will be recorded by a member of the committee and will be submitted to all committee members in the week following the meeting through Google Docs. A copy of the meeting minutes will also be saved in the social@eupa.ca Google Drive and shared with the EUPA General Manager through Google Docs.

The EUPA Board Representative will report to the Board on a monthly basis at the EUPA board meetings.

Related policies / By-laws

- The Social Committee will ensure all goals and work are aligned with EUPA's 3 Year Strategic Plan with a specific focus on the Community – Internal pillar.
- The Social Committee will follow EUPA's Liquor Service Policy and Procedures for all social events.

Review

The Social Committee Terms of Reference will be reviewed at EUPA year-end, next review September 30, 2015.