

## **Social/Activities Committee Terms of Reference**

### **1. Name:**

The name of this ETFO-WRTL committee shall be the Social/Activities Committee.

### **2. Composition:**

- a) The Social/Activities Committee shall consist of a minimum of 3 and a maximum of 5 people appointed by Executive.
- b) The chairperson shall be appointed by the committee.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

### **3. Function and Role:**

- a) The Social/Activities Committee is responsible to and shall take direction from ETFO-WRTL Executive and/or Rep Council.
- b) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation
- c) It shall be the responsibility of the Social/Activities Committee to:
  - i) record and distribute minutes of the Social/Activities Committee meeting to members of the Social/Activities Committee and the president of ETFO-WRTL.
  - ii) provide members, or their families, events or activities that allow them to socialize with other teachers.

### **4. Duties of the Members:**

- a) The duties of the chairperson shall include:
  - i) meeting with the President or designate prior to September 30
  - ii) calling and chairing meetings of the committee as needed
  - iii) reporting regularly to Rep Council regarding events.
  - iv) handling committee correspondence
  - v) keeping records of expenditures and receipts relative to the Social/Activities committee
  - vi) submitting receipts for payment of expenses to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1<sup>st</sup>
  - vii) ensuring that the ETFO-WRTL committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line
  
- b) The duties of committee members shall include:
  - i) attending scheduled meetings of the Social/Activities Committee
  - ii) notify the chairperson of the Social/Activities committee if unable to attend a meeting
  - iii) carry out the functions as directed by the committee chairperson
  - iv) submitting mileage or equivalent by year-end

**5. Meal Allocation:**

a) an allocation of up to \$15 per committee member is available to be put towards a committee year-end meeting that includes a meal. The committee may choose to pool the allocated amount at their discretion

**6. Procedure for Resignation:**

- a) All resignations shall be by letter to the chairperson of the Social/Activities committee who in turn will forward the resignation to the ETFO-WRTL President.
- b) With the advice of the chairperson, Rep Council upon recommendation of ETFO-WRTL Executive, will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

October 2017