



# Frost Social Committee (FSC)

## Frost Social Committee Terms of Reference

### Objective:

The purpose of the Frost Social Committee is to support and maintain a positive work environment. The committee's goal is to develop a sense of community, foster fellowship, and provide team building opportunities for members, staff, faculty and administrators at the Frost Campus.

### Overview:

The primary function of the Frost Social Committee (FSC) is to provide consistency in recognizing the following personal events (**note: this applies to paying social club members only**):

- Illnesses of the employee (more than 5 working days) - \$75 - \$100 (plant, flowers, fruit gift cards etc.)  
Note: for confidentiality reasons, this information will only be disclosed to the Chair and Treasurer by the reporting manager
- Births - \$75 - \$100 gift
- Marriages - \$75 - \$100 gift
- Death of Social Club Member - \$100 donation
- Bereavement in the immediate family of the member (husband/wife, children, mother, father, sister, brother) - \$50 donation

Departure/Retirement of member:

- Employed 1 to 3 years - \$25
- Employed 3 to 5 years - \$50
- Employed 5 to 10 years - \$100
- Employed 10 to 20 years - \$150
- Employed 20+ years - \$200

Note: These recognitions will be for full-time and regular part-time staff only

The secondary function of the social committee is to organize and financially contribute to **special events**, i.e. Frost Holiday Social Event etc. Note: These events will be open to all Frost staff but there will be a cost for those who are not paid social committee members.

Regular payroll deductions contribute to the above personal events and this may eliminate the procedure of collecting from individuals when the occasion arises. One dollar (\$1.00) will be deducted from each of twenty-six (26) pays per year.

### Frost Social Committee (FSC) Membership:

The Frost Social Committee will be composed of eight (8) paying members from the Frost Social Club including the following:



- One (1) Full-time Faculty member for a term of one (1) year;
- One (1) Full-time Faculty member for a term of two (2) years;
- One (1) Full-time Support Staff member for a term of one (1) year;
- One (1) Full-time Support Staff member for a term of two (2) years;
- One (1) representing other (administrative and non-full time) staff for a term of one (1) year;
- One (1) representing other (administrative and non-full time) staff two (2) years;
- One (1) Financial Officer, School of Environmental and Natural Resource Sciences, who shall act as Secretary/Treasurer of the committee (ongoing member of committee); and
- One (1) Administrative Project Officer, School of Environmental and Natural Resource Sciences, who shall act as Chair of the committee (ongoing member of committee).
- Once a year, a call will be sent out to paid frost social club members to gather names of those interested in becoming a member of the committee
- Please note: the one year terms are for the first year only. After the end of the first year, replacements will refill those positions. Once filled, the term will be 2 years. This is to ensure staggered replacements of the committee.

Additional positions will be considered at the first meeting in each academic year (August/September).

A reasonable quorum for FSC meetings will be a majority of the members (more than 50%). Decisions shall be by majority vote but, in all cases the FSC will attempt to achieve consensus. Meetings will be scheduled at times that are deemed convenient for all the members.

## **Roles:**

### Committee:

The responsibilities of the Frost Social Committee are as follows:

- Provide consistency in the administration of personal events for paid social club members; and
- Organize events for members and non-members from the Frost campus to enhance the sense of community;
- Approve changes to documentation associated with Social Committee policies, terms of reference, and processes.

### Secretary/Treasurer:

The responsibilities of the Secretary/Treasurer of the Frost Social Committee are as follows:

- Liaises with the committee members;
- Schedule meetings for committee members;
- Maintain records of committee activities;
- Compiles the committee's annual report and budget for committee approval;
- Ensure that events and committee activities are compliant with Fleming College policies and procedures; and
- Receives and maintains all committee financial records.

### Chairperson:

The responsibilities of the Chair of the Frost Social Committee are as follows:



- Serve as a central communications contact for the committee to:
  - Facilitate communication between committee, faculty, administration and staff;
  - Send and receive committee communications;
  - Act as a spokesperson for the committee;
  - Chair committee meetings;
  - Organize personal event gifts as required;
  - Represents the committee; and
  - Joint responsibility with the Treasurer for the committee's budget.
- Maintain records of committee activities.

### **Meeting Frequency:**

The Frost Social Committee will meet at least three (3) times per year for a minimum of one hour. On occasion there may be meetings of longer duration to discuss strategic matters and direction. These meetings will typically take place two (2) weeks prior to the beginning of the semester.

### **Record of Meetings & Reporting Mechanism:**

A record will be taken of FSC meetings, including action items and follow up. The record keeper will be the Administrative Project Officer (Principal's Office).

Notes will be circulated to Frost Social Club members to keep them informed and for consultation and /or approval when appropriate.