

## Social Committee: Terms of Reference

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**Purpose:**

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

**Type of Committee:** Standing

**Chairperson:**

**Responsible To:** ASPA Presidents and Executives

**Meetings & Reporting:**

- The committee shall meet monthly or as necessary depending on the needs of the organization.
- Committee chair will provide written monthly reports to the ASPA executive. These should be submitted to share point by the Friday prior to the executive meeting.
- Provide a written annual general meeting report.

**Membership:**

**Chair:** Member of the Committee (appointed by ASPA Executive)

**Term:** 2 years, renewable

**Committee Members:** Member of ASPA, at least one member of the Executive to act as the liaison with the Executive.

**Term:** 1 year, renewable

**Staff Support:** ASPA's Member Services Officer

**Specific Areas of Responsibility:**

**Committee:**

- Establish an annual social event plan. The annual plan will depend on the goals of the Executive and the needs of the organization for that year. An annual plan meeting should occur in late June of each year.
- Facilitate communication between the Executive and the membership.
- Continue to maintain and update information at the ASPA social committee website.
- Report to ASPA Presidents and Executives on Social Committee work.

**Member:**

- 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.
- Adheres to professional code of conduct standards.

Version	Date	Author	Notes
0.1	July 5, 2019	Henry Xu Tan	Original draft