

Social Committee: Terms of Reference

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: Erin Walling

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 Administrative Assistant

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.

Member:

- Stay up to date on all Social Committee work and provide insights
- All Social! Committee members must significantly contribute
- The planning and execution of at least one social event per year
- Adheres to professional code of conduct standards