



Terms of Reference

Social Committee

Purpose

- To help improve the company's overall morale, and to help build the company's positive public appearance.

Scope

- To provide the Board with assistance in organizing events which encourage employees, the Board members and community to come together for social events.

Authority

- The Committee is accountable to the Board.
- Chairperson will keep the Board fully informed of Committee plans and activities.

Membership

- Membership consists of a chairperson, three Board members, and one employee.

Meeting arrangements

- Regular meetings are held quarterly, or at the request of the chair.

Reporting

- Reports are made verbally and in writing to the Board quarterly, or in response to opportunities to pursue funding or activities requiring the approval of the Board.

Resources and budget

- The Committee may request a budget from the Board and submit a plan along with a request to spend the funds allotted in that budget.

Deliverables

- To get employees, the Board, HPCC members and the community together socially, enabling them to develop relationships that enhance the harmony and pleasure of living and working in this community.

Terms of Reference Last Reviewed and Approved by the Board on this Date: _____