Staff Social Committee – Sample terms of reference

## Purpose:

The purpose of the Staff Social Committee is to organise social and recreational events for the enjoyment of staff members.[[1]](#footnote-1)

## Membership:

The Social Committee shall consist of;

* Chair to be selected at the first meeting or designated by HOS / HOU
* Staff representing all the categories in the School / Unit (Faculty/Staff/Technical/Research)

## Term:

Staff shall be members for 1 calendar year.

## Event types covered by the Committee[[2]](#footnote-2)

* End of year event
* EDI events (Ex: International Women’s Day, Mental health day, International Staff Days, family events)
* Quarterly team meetings
* Evening events
* Field trips
* Coffee mornings / bake-off’s / charity events
* Guest speakers
* Employee recognition events

## Responsibilities:

Chairperson’s duties

1. Schedule all committee meetings
2. Set agenda for meetings
3. Act as the contact/resource person to the committee
4. Report to the HOS / HOU / Management Team at regularly scheduled meetings
5. Obtain approval from the HOS / HOU / Management Team regarding budget for events, suggestions and recommendations from the committee

Committee member’s duties

* Attend meetings as arranged by the Chair
* Carry out responsibilities in accordance with the Terms of Reference and direction of the Chair
* Canvass staff of the School/Unit to determine events and programs of current/popular interest
* Recruit staff members to the committee who have an interest in events to help with an activity or function
* Obtain and evaluate staff feedback relating to events and activities to assess their value and effectiveness
1. Events might also include family of staff / retired staff. [↑](#footnote-ref-1)
2. Social events should aim to support an atmosphere of equality, diversity and inclusion at all times. Events outside working hours are still work-related events and should be conducted in a manner that is consistent with UCD’s policies on Dignity & Respect. Events should be consistent with UCD Values. [↑](#footnote-ref-2)