

TERMS OF REFERENCE PUBLIC EVENTS COMMITTEE

(hereinafter called the “Committee”)

PURPOSE:

1. Raise CSU 52’s visibility in Edmonton, through involvement in public and community events.
2. Increase member engagement within the Union by participation in public and community events.
3. Involve the Union Membership in a fun and creative non-political manner to support social issues, such as:
 - a. multiculturalism
 - b. diversity
 - c. equality

OBJECTIVES:

1. To attend and/or participate in public and community events on behalf of CSU 52, increasing the Union’s visibility within Edmonton.
2. To raise citizens’ awareness of CSU 52 with the goal of labour support.
3. To show the general public that CSU 52 is a proud and active union within the city of Edmonton.
4. To reach out to the Union Membership for involvement in events to show the general public that CSU 52 is a strong and inclusive union.

RESPONSIBILITIES:

1. To draft an annual work plan outlining proposed dates and deadlines for the following year.
2. To provide the Board and the Chair of all CSU 52 committees with the proposed work plan and dates.
3. All event involvement will have prior Board approval before application to participate is initiated.
4. The Committee will attempt to participate in as many events as possible on a non-discriminatory basis.
5. Retain and file pertinent documents, including photos, at the Union Office for future reference and historical purposes.
6. The Committee is responsible for maintaining a positive and respectful working relationship with CSU 52 Office Staff.
7. The Committee will follow the CSU 52 Brand policy and procedures.
8. The Committee Chair will provide the Finance department and the Treasurer with their proposed Committee budget by November 1st of each year. Budgets should include details of proposed income and expenditures. Funding for Committee materials and events will be provided by the Members & Community Support Committee.

9. The Committee Chair will submit a copy of their meeting minutes, including attendance records, to the Administrative Team Lead and the Finance department within fourteen (14) calendar days of each committee meeting.
10. Union expenses less than one-hundred dollars (\$100) may be paid by Committee members and submitted to the Finance department for reimbursement within fourteen (14) calendar days of expenditure with receipts and supporting documentation.
11. Union expenses more than one-hundred dollars (\$100) must be paid to the vendor directly by the Union through the Finance department. The Committee will advise the Finance department of the pending vendor and sale with full details of the expense and appropriate supporting documentation.
12. Whenever possible, printing and photocopying services shall be done in-house at the Union Office prior to outsourcing these services.
13. The Committee will review their Terms of Reference and submit proposed changes to the Policy & Procedures Committee. The Policy & Procedures Committee will forward the proposed changes with their recommendation to the Board for approval.

MEMBERS & TERMS OF OFFICE:

1. The Committee is to consist of five (5) members elected by the Union Membership at the January General Meeting, plus one (1) Board of Directors member appointed by the Board.
2. Two (2) members elected in odd years and three (3) members elected in even years, all for two (2) year terms.
3. The Member Engager/Union Organizer shall participate on a regular basis with this Committee.
4. Committee positions will be determined amongst the Committee. Neither the appointed Board member nor the Member Engager/Union Organizer will be eligible to hold a position.

MEETINGS:

1. The initial meeting of the Committee, to be held in January, shall:
 - a. discuss the Committee Terms of Reference;
 - b. review the work plan and budget; and
 - c. elect committee positions.
2. Committee meetings will be held at the discretion of the Committee to a maximum of ten (10) meetings per year, including the initial meeting in January.
3. Should the Committee require any additional meetings, they must have prior Board approval.
4. Committee members are expected to attend scheduled meetings. Excessive or unreasonable amount of absence of a member may result in the removal from the Committee as deemed necessary by the Board.
5. The Committee may hold an annual dinner to recognize the work of the Committee, not to exceed the dollar value specified in the “Committees - Meal Allowance” policy. The meal expense will be part of the Committee’s expense budget.