**SPECIFIC COMMITTEE GUIDELINES (SCG)**

**SOCIAL EVENTS AND ACTIVITIES PLANNING COMMITTEE**

**CHAIR, BELINDA WHITTINGHAM**

**Purpose:**

In addition to the General Guidelines for all committees as set forth in the Bylaws, the purpose of the Social Events and Activities Planning Committee (SEAPC) is as follows:

* Develop meaningful events/activities that will appeal to the needs/interests of members (the events should be entertaining; educational, and/or informative in nature)

**Responsibilities:**

* Publish a monthly calendar of activities and events for members
* Work in conjunction with other Standing Committees and collaborate with other organizations and service-providers as needed to enhance the value of the activities
* Ensure that the activities are age-appropriate for the different membership groups
* Make decisions on behalf of the Board of Directors in matters directly relating to the act of carrying out the responsibilities of the committee.
* Work in conjunction with the Volunteer Coordinator to obtain volunteers, where needed, to help committee members in their staging of the events/activities
* Keep accurate records on the cost and attendance of members at the events/activities
* Develop a member-satisfaction survey/feedback sheet to be completed periodically by members/caretakers of members who attend the events/activities

**Membership:**

The SEAPC will consists of five (5) voting members as follows:

1. Chairperson (appointed by the Board Chair)
2. Vice Chair
3. Three other voting members.

The Chairperson may recruit as many part-time “Supporting Members” as needed to join the committee, but these Supporting Members will not have voting privileges on business matters relating to the committee. As voting members leave the committee, the Supporting Members may become a feeder pool to replace voting members on the committee.

**Duration/Onboarding:**

The Chairperson and voting members are appointed to the committee for an initial period of two years, with an option for an additional two-year extension. Prior to appointment to the committee, all voting members will be interviewed by the Chairperson and the assigned Board member to determine their interest and potential value of their contributions to the committee. Following the interview, the Chairperson may recommend the appointment of the member to the committee. Depending upon the results of a background check, the Chair of the BOD will approve the appointment of the voting member to the committee.