

# THE AUTHENTIC T-SHIRT COMPANY®

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**SANMAR**  
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## Social Committee Policy

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### Intent

The intent of the Social Committee is to build the SanMar Canada community through social events while fostering a sense of networking. We feel the social events will build a stronger sense of friendships with all employees involved. By holding social events beyond our business hours we will be building upon the foundation of a SanMar Canada family.

The Social Committee will plan and implement social and outreach events that will cater to the needs and interests of the employees and that will contribute to building a sense of community at SanMar Canada.

The Social Committee will obtain feedback from the employees to determine the success of our efforts and to keep abreast of what employees would be interested in

### Becoming a Social Committee Member

Applications are accepted each December for employees interested in joining the SanMar Canada Social Committee. The number of committee members needed is based on the current number of employees at each location.

Submitted applications are reviewed and based on available slots per location and role selected are invited to serve on the committee for one year. Current Social Committee members are able to serve for additional years but must complete an application and be selected in order to stay on the committee.

### Roles & Responsibilities

#### **The Chairperson**

The Chairperson is the chief officer and ultimately responsible for the activities and committee relations with the Company inside and out. It is primarily one of leadership – to set pace for the group and lend it some purpose, directions and guidance. The role of the leader is different depending on the situation, but it's important that the leader is sensitive to the needs of the individual members and the group as a whole. The chair should be well organised, a good delegator, a good communicator and confident.

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## **The role of the Chairperson**

- Co-ordinator: Ensures the group communicates clearly and effectively, acts as a source of information for the Company.
- Ensures smooth running of the committee
- Chairs committee meetings
- Represents and promotes the committee
- Acts as a spokesperson for the committee
- Facilitator: establish good interpersonal networks that help members work together. Involves determining and defining the procedures and structures of the group, assisting members, defining issues and summarising progress.
- Educate committee members to set goals and evaluate events the group has staged to see how goals are being met
- Jointly responsible with the Treasures for the committee's finances.
- Draw up agendas for meetings in conjunction with the Committee Secretary
- Organise activities for the Company

## **The Secretary**

The Secretary is the nerve centre of the club – ‘the one who is in the know’. The Secretary is the principle administrative officer. Employees interested in the Social Committee contact the Secretary for information or details about events and activities.

## **The role of the Secretary**

- Organise the agenda for meetings and circulate it to the appropriate members and ensure that all decisions are properly understood and recorded (minutes)
- Coordinate with the Marketing team for all internal/external flyers promoting events and activities.
- Informs members on decisions and checks to ensure that tasks have been carried out
- Receives records and responds to all club correspondence

## **The Treasurer**

The Treasurer has responsibilities for all of the Social Committee finances and maintenance of accounts. The Treasures provides reports to the Committee on the financial standing of the committee. The Treasurer is also responsible for communicating estimates for expenditures.

## **The role of the Treasurer**

- Keep simple but detailed records of income and expenditure
- Organise fundraising events
- Apply for fundraising applications as required

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## **Committee Member**

Committee Members are the 'worker bees' of the Committee. Generating new ideas and implementing/facilitating the existing activities important to the Company.

### **The role of the Committee Member**

- Organise regular social events and special projects to involve as many employees as possible, especially new employees.

## **Time Commitment**

Each employee participating on the Social Committee is able to serve a one year term. Employees interested in applying are asked to consider the amount of time outside of normal work hours that is required to maintain a successful Social Committee.