

**TERMS OF REFERENCE**

- TITLE:** ANNUAL MEETING PLANNING COMMITTEE
- STATUS:** Ad hoc committee established by the Board of Directors
- PURPOSE:** To plan and organize entertainment, decorations and Banquet theme; to provide Credentials and Registration volunteers during the Annual Meeting of SUN.
- COMPOSITION:** Six (6) members chosen from local(s) hosting the Annual Meeting and approved by Board of Directors. One (1) appointed by and from the Board of Directors.
- Ex Officio: Staff as assigned.
- The Chairperson shall be elected by and from the committee.
- Quorum shall be the majority of the committee members.
- MEETINGS:**
1. The committee should meet as soon as possible after appointment and as necessary to carry out their purpose.
  2. At least one meeting shall be held with staff assigned.
  3. All committee members shall attend the Annual Meeting.
  4. The chairperson is responsible for keeping track of the hours of the committee meetings and submitting those hours to the First Vice President.
  5. Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

**AUTHORITY:** Subject to Board of Directors approval, is responsible for the designated duties and responsibilities as outlined.

**DUTIES AND RESPONSIBILITIES:**

1. Recruits members for the Credentials Committee and makes recommendation to the Board. Recruits members to assist staff with the registration process.
2. Chooses banquet menu in consultation with staff as assigned.
3. Decorates the facility as necessary and appropriate.
4. May canvass locals to seek donations.
5. May canvass merchants for door prizes.
6. In conjunction with staff as assigned, may assist in menu selection for nutrition breaks as required.
7. All committee minutes must be submitted to the Regina office within ten (10) days of the meeting.
8. To follow and respond as necessary to "Guidelines for Annual Meeting Planning Committee".
9. Plans a Silent Auction or Raffle to occur at the banquet. Funds are to support equally the CFNU International Solidarity Fund and a local or provincial cause that reflects SUN policy regarding matters of social justice.
10. Makes recommendation to SUN Board of Directors regarding donation of funds.
11. Board of Directors members assigned to a committee shall be the official channel of communication between the Board of Directors and that committee.

**FUNDING:** The Annual Meeting Planning Committee is budgeted for six (6) members who shall be funded to attend the Annual Meeting in accordance with Membership Policy 039-M-2007 and shall receive up to thirty two (32) hours of pay for work done on the committee. The Regional Rep shall be the board liaison to this committee. If there is more than six (6) members on the committee, then the funding allocation of thirty-two (32) hours for each of the six (6) members may be divided amongst those members.