

QF259B

SOCIAL CLUB COMMITTEE AGREEMENT

The Enhanced Lifestyles Employee Social Club Committee play a vital role in facilitating employee after work social activities. The Enhanced Lifestyle's Social Club Committee will be made up of 3 operational employees, all of whom do not hold management positions. Each social club committee member is elected for a 12-month term. If a social club committee wishes to resign from their position, they must do so in writing to the CEO.

The social club committee will receive a contribution of \$4000 from the organisation. \$2000 will be put towards the end of year Operational Christmas Party and the remaining \$2000 will go towards other events throughout the year. The remainder of the kitty is to be made up of contributions from the Head Office team through a fortnightly deduction of \$10 per fortnight per participating employee.

The social club committee will be responsible for the following:

- The organisation and purchase of a birthday gift for all employees (to the value of \$50) and cake
 - Creating a social calendar for the year which includes:
 - Christmas Party
 - End of financial year function
 - 2 other social calendar events
- All decisions including the budget and determining what will be funded (i.e. Transport, food, drink, activities)
- Monitoring the kitty and ensuring the funds are distributed across the four events.

The organisation will not fund anything beyond the contribution already made; this includes cab charges, accommodation, drinks or food. The social club committee will also receive the casual day donations made weekly.

The committee must elect a Treasurer, responsible for maintaining the budget, receipts and reporting spending to Management, and a Secretary, responsible for minute taking, agendas and correspondence. Optional positions to be elected include Chairperson and Vice-Chairperson.

The committee is required to hold one 30-minute meeting per month which must be minuted.



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By signing this agreement, you agree to the terms and conditions of the social club committee.

Name: _____

Signature: _____

Date: _____