



HUM-019.....Social Committee

Current Revision: 31.Jan.00

POLICY

The City has established a Social Committee to promote employee social activities. The committee is directly accountable to the City Manager.

OBJECTIVES

1. Keep employees informed of the City's planned social activities.
2. Professionally and effectively maintain the Social Club funds.

COMMITTEE REPRESENTATION

Every December, each City department appoints two representatives to serve on the committee for the upcoming calendar year (January to December).

PROCEDURES

1. Meetings are held at the call of the Chair.
2. The committee elects a Chair, Vice Chair, Secretary, and Treasurer at its first meeting each year.
3. The committee's Treasurer prepares an annual financial statement.
4. Committee representatives report events/decisions of the committee at their respective monthly department meetings.

City Manager