

MANDURAH BRIDGE
CLUB SOCIAL COMMITTEE
TERMS OF REFERENCE

Purpose:

The Mandurah Bridge Club Social Committee is a sub-committee appointed by the Management Committee whose purpose is to provide social functions to members, guests and others both at the clubhouse and at large. This should be achieved in consultation with the membership, facilitating involvement from as many as possible.

Functions:

- Responsibility for the organisation of social activities, including external functions and specifically but not limited to
- Christmas (End of Year) Function
- Melbourne Cup
- Rockingham Challenge Luncheon (Biennial)
- Mandurah Club Congresses (Biannual)
- Golden West Congress (November, ABF Licensed Event)

Timeframe:

Standing Committee

Membership:

The subcommittee will consist of at least five members appointed for the year commencing after the AGM. Membership is open to appointees of the Management Committee, Club Members and Volunteers.

Quorum:

The quorum is defined as the subcommittee chairperson plus 50% of the remaining subcommittee members.

Meeting Frequency:

The subcommittee should meet monthly.

Role of Office Bearers:

A. Chairperson:

- The Chairperson will be elected by members of the subcommittee at the first meeting of the year.
- Preside at meetings
- Liaises with the Secretary to formulate meeting agenda.
- Prepares a written report to the Management Committee after each meeting
- Has the right to vote as well as a casting vote.

B. Secretary:

- Prepares the agenda for meetings in consultation with the Chairperson.
- Circulates the agenda.
- Ensures that full and correct minutes of the Subcommittee are kept and circulated to subcommittee members.
- Ensures that approved Sub Committee Minutes are forwarded to MBC Secretary
- Maintains regular updates to the Club files on Onedrive so that activities and information are available to future subcommittee members.

Addendum

The Social Committee acknowledges the responsibility to organise social functions for club members both within the club and external to it.

Some ideas noted from members include the following:

Pot luck meals, quiz nights, musical evenings and themed events

Car rallies, race meeting and winery visits.