

Social Committee Policy

Date: 16th of May 2021

Created by Bryan Catudal - VP Social

1. Vice-President of Social Affairs is responsible for organizing social events hosted by the ECA. However, the aid of several directors eases the volume of tasks associated with this mandate.
2. Events such as Frosh, the annual Halloween Party and Lizard Lounges can be smoothly organized with an Internal Director and an External Director.
3. With a larger team, outreach for societies will be facilitated as the VP will be able to deal with more affairs at once with the capability of delegation and supervision.

Proposition

1. Creation of a Social Committee
 1. Composition:
 1. Mandatory ECA Executive
 1. VP Social - Responsible for organization of all social events, whether at the university or with external venues. Delegates to directors and supervision (double checking work is finished) to and of directors, respectively.
 2. Mandatory 2 appointed students
 1. Director of External Social Affairs – Communicates with external venues such as bars, clubs, and terrasses. Works alongside the VP Social.
 2. Director of Internal Social Affairs – Communicates with ECA societies (UAV, WIE, EngGames, etc) to organize Lizard Lounges. Works alongside the VP Social.
 3. Facultative rest of the ECA executives
 4. Facultative 2 “Sages” - previous ECA executives or committee members

Details

1. 2 appointed members
 1. Application Process
 1. Candidates will be filtered by their applications
 2. Selected candidates will present in front of the Board of Directors

3. Selection will be done by the Board of Directors for the 4 positions
2. Power and Responsibilities
 1. Decisions: All notable/high-level decisions with regards to social events for the 2021-22 academic year will be approved by the Board of Directors. This includes, but is not limited to:
 1. Schedule
 2. Venues
 3. Bookings
 4. Budgets
 5. Safety Briefings for Events
 6. Any unresolved conflicts/decision in the Committee
 2. Core actions taken by Committee:
 1. Finance
 1. Presenting and following of agreed upon budget
 2. Collecting of participant fees
 3. Assuring timely follow through of payment of third party organising associations (Such as hospitality, catering, and logistics expenses)
 2. Logistics
 1. Bookings, DJ's, Material Preparation)
 2. Coordination and recruiting of volunteers
 3. Aid in the coordination of venues, catering services, event schedule
 4. Overseeing and updating of the Froshie package
 5. Ensuring Security is present if need be
 3. Sponsorship
 1. Overseeing and updating of the sponsorship package
 2. Working on and acquiring new sponsors and contracts for them
 3. Following through with Sponsorship contracts
 4. Acquiring of internal funding within Concordia
 4. Marketing
 1. Ensuring the event is properly advertised on social media
 2. Creation or updating of promotional material (websites, posters, Facebook logos)
 3. Coordination and assistance in the creation and procurement of SWAG(Physical goods)
 4. Photographer & Videographer

5. Streaming of the competition
 1. Advertisement of the stream
5. Society Outreach
 1. Ensuring all Member Associations have appropriate means to recruit new members.
 2. Reaching out to each society to ensure that they are ready to set up booths at Frosh to recruit members.
6. Post Mortem for the next Social Committee
 1. Suggested amendments to Rulebook
 2. List of what went well/what didn't work
 3. Thank you message to Sponsors and start the communication for next year
 4. Create follow up survey for participants