

## **RSSAA “Sunshine” Committee Mandate**

### **School Year 2023-24**

The Mandate of this committee is to bring warmth and care throughout the school by holding consideration and care for the soul and emotional lives of our faculty and staff. To do this through notes and gifts expressing our gratitude, sympathy, celebration and farewells.

#### **Responsibilities:**

Coordinate and manage the process of supporting faculty across both campuses

- Be the individual who thinks during meetings and the year about those who might need gratitude and support at each level of the school and take action to ensure that these needs are met.
- Organize sympathy gesture for faculty, including card, possible gift, and flowers/donation for an immediate family member’s funeral
- Organize the cards and gifts for departing faculty to be given at or around the End of Year Rose Ceremony
- Ensure there is a spot on each campus that blank cards are kept in case someone needs to send a thank you.
- Manage the budget for this committee (see below for details)

**Members:** One person from each level of the school. This person should be someone who this is a natural and joyful role for.

**Budget:** Each fall the school will budget \$500 for this committee to administer and spend throughout the school year. The Committee can do a single fall appeal for contributions to add to this amount if it feels needed and appropriate.

**Meetings:** This committee should meet in the August workweek to organize itself for the school year and then as necessary throughout the school year. All spending should be coordinated to ensure that the budget lasts the year.

**Accountability:** This committee is responsible to the College of Teachers, but is not considered a “College Committee” as it is not a committee involved in the governance of the school. This committee does not count as a committee assignment for fulltime faculty members.