

Mississippi Library Commission
STAFF CELEBRATION COMMITTEE

- Authority:** The Staff Celebration Committee is an ad hoc committee of the Mississippi Library Commission established by the Executive Director.
- Purpose:** The Staff Celebration Committee builds cohesiveness among staff by planning/executing staff social activities/events throughout the year.
- Membership:** Annually, staff are given the opportunity to volunteer for the Committee, providing they have the approval of their respective Bureau Director. The Committee includes a representative from all areas of the Agency.
- Officers:** Officers (Chair, Secretary, and Treasurer) of the Committee are elected by Committee members at the first meeting of the calendar year.
- Meetings:** The Committee annually establishes, at the first meeting of the calendar year, a regular meeting schedule which is posted in the Staff Room and on the Intranet. Meetings are held at least quarterly, or more frequently as needed, to plan various events throughout the year. All Committee meetings are open to all staff.
- Events:** The Committee is responsible for four (4) staff events including holiday celebrations each year. These events are conducted during the workday, on agency time. Examples of such events include, but are not limited to: potlucks, ice cream socials, treat days, etc.
- Responsibility for other types activities such as showers, retirement parties, acknowledgements of major life events (deaths, births, major illnesses) in immediate families of staff, etc. are not the responsibility of the Staff Celebration Committee. These activities are the responsibility of the bureaus/divisions/units within which the staff member works. When desired, all agency staff are invited to participate.

Event Guidelines:

1. Opening Remarks will be given by the Executive Director, or his/her designee
2. Open to all staff; participation is encouraged, but strictly voluntary
3. Event:
 - a. Non-religious
 - b. Simple, tasteful decorations
4. Food:
 - a. Minimal cooking required by the Celebration Committee
 - b. Prepared and contributed by staff, or already prepared when purchased by the Committee with staff donations
5. Expenses shall be reasonable
6. Minimal solicitation of monetary donations from staff (A suggested minimum monetary donation will be determined by the Committee on an event-by-event basis)
7. Agency facility use policies apply
8. Standards of acceptable work behavior apply
9. Alcoholic beverages are prohibited
10. Issues that cannot be resolved by the Committee will be discussed with the Executive Director.