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 or their designee.

**Purpose:** The Staff Celebration Committee builds cohesiveness among staff by planning and executing staff social activities or events throughout the year.

**Membership:** Staff are given the opportunity to volunteer for the Committee, providing they have the approval of their respective Supervisor. The Committee tries to include a representative from all areas of the Agency.

**Meetings:** The Committee holds regular meetings.

**Events:** The Committee is responsible for events including holiday celebrations each year. These events are conducted during the workday, on agency time. Celebrations that are not related to an employee’s career at MLC, including baby and wedding showers, are encouraged to be held at the department level and do not fall under the Celebration Committee’s purview.

**Funding:** The Committee will hold fundraising events to raise money for events as needed. The money will be held in the Executive Suite and counted and reconciled by two parties monthly.