

**PUBLIC RELATIONS AND RECREATION/CONVENTION COMMITTEE**

**GENERAL RESPONSIBILITIES**

1.	Review and recommend to the Board of Directors, recipients for the PEI UPSE Bursary Awards.
2.	Investigate ways the Union can develop a positive, high profile image within the membership and to the general public in areas of public relations through sponsorship, clothing items, pins, recognition awards, public parades, displays, etc. Make recommendations to the Board of Directors based on these public relation ideas.
3.	Review requests from all sources that require Union sponsorship and develop a method and criteria to ensure these activities receive the widest possible publicity for the benefit of the Union membership at the least possible cost.
4.	Where possible, as per Union policy, ensure public relation PEI UPSE merchandise is Canadian made and/or Union made.
5.	Advertise and conduct the Annual PEI UPSE Has a Heart Campaign.
6.	Plan and work within committee budget requirements.
7.	Recommend to the Board of Directors recreation activities including: family events, dances, hockey tournaments, skiing events, golf tournaments, and annual regional Christmas parties.
8.	Recommend to the Board of Directors public relations items required for convention including fun activities.
9.	Plan the PEI UPSE Convention Dance and Retiree's Dedication Night. Responsibilities include but not limited to: the event location, music, food, plaques, and names of retirees with their worksites, job description and number of years of service.
10.	Arrange for trophies, prizes or other appropriate awards for presentation to participating members.
11.	Determine monetary requirements for each PEI UPSE activity and ensure that all activities receive financial support on a prorated basis according to the number of participating members.
12.	Plan activities to ensure a balance of participation is available to all members throughout geographic areas of the province.
13.	Arrange for sub-committees to be set up, where necessary, to plan and assist with social functions for members on a geographic basis which meet the specific needs of the regions membership.
14.	Prepare a written report on committee activity at Board of Director meetings.
15.	As required, undertake and report on projects assigned.
16.	Submit committee minutes to the PEI UPSE office within seven (7) days following each meeting.