



ELEVATING YOUR EXPERIENCE

CULTURE CLUB CHARTER

As of December 2021

MISSION OF PARTYMAN CATERING:

The heartbeat of Partyman lies in its family of employees. Our natural rhythm demands a work environment that is gratifying and yields respect. In return our team produces events that are second to none. We deliver this same respect and relentless dedication to every client and event we produce, while unwavering from the integrity and values that have made us who we are today. The undeniable result is client, community and employee satisfaction.

PURPOSE OF CULTURE CLUB COMMITTEE:

Culture Club strives to make Partyman Catering the best place to work through team building, recognition, and engagement initiatives.

Culture Club was established to continually improve the work culture at Partyman. The committee is tasked with brainstorming new ideas and helping bring new ideas to life through execution.

Culture Club is a standing committee that meets every other week on Thursdays at 11am. The frequency, day, and time of the meetings can change and is determined by the current committee based on current needs.

MEMBERSHIP:

Culture Club is comprised of four members. Meg Lindsay will serve as full-time member while the three other members will have 9 month terms. At the conclusion of each calendar quarter (3/31, 6/30, 9/30, 12/31), one member will step off as one new member is welcomed in.

New candidates will state their interest in joining the committee to Meg Lindsay one month prior to quarter's end. The existing members will vote on the new member to join the committee in the last meeting of the exiting member's term. Members can serve back to back terms if no candidates apply. In addition to the four members, Joe Yantachka will serve as an advisor for the committee.

Good candidates for Culture Club are able to commit to a one to two hour meeting every other week, be active on email between meetings (check it and respond daily during the week), and be willing to take on "homework" between meetings. Candidates do not have to be full time employees, but must work year-round.

If a current member needs to step away from Culture Club, a new member may be voted in to carry out the remainder of the term. If there are less than 4 months left in the term, current members may choose to not fill the spot until the term would traditionally reset.

ACTIVITIES, DUTIES, & RESPONSIBILITIES:

Established Programs:

- Cheers & Chill (third Thursday of every month at 4:30pm)
 - Send out reminder communications leading up to the event
 - Setting up and tearing down
 - Make a concerted effort to attend as many as possible
- Team Lunch (first Monday of every month at 12:00pm)
 - Send out reminder communications leading up to the event
 - Determine what will be served, work with Kitchen
 - Program Prep - pull birthdays and anniversaries reports, prepare anniversary cards/PM bucks
 - Set up, run program, and tear down
 - Make a concerted effort to attend as many as possible
- Monthly Team Building Events
 - Serve as a resource for departments as they develop the event
 - Review and approve events
 - Identify theme words for the next year, assign words/months to departments
 - Make a concerted effort to attend as many as possible
 - Plan, coordinate, and run January and July's monthly team building events.
- Milestone Rewards
 - Pull hours reports twice a year (June and December) to see which employees have hit a Milestone in the past six months.

- Connect with each employee being awarded a Milestone Reward to determine what experience they would like to receive.

As more programs are established, the list of responsibilities will grow.