



Communications Committee Terms of Reference

PURPOSE OF COMMITTEE

The Communications Committee is responsible for identifying communication needs and priorities associated with the development and maintenance of a communications strategic plan for the Local.

STRUCTURE OF COMMITTEE

- Chairperson of the committee is the President. Co-Chairperson to be elected by the committee.
- Recording Secretary to be elected by the committee. Members are appointed by the President in consultation with the Executive Board.
- A MoveUP Administrative Assistant will be assigned to support the committee by drafting agendas; proofing, formatting, and circulating final meeting minutes; setting up meetings; assisting with reporting back to Executive Board and correspondence out to members as directed.

TERM

The term of service on the committee is two years or as otherwise determined by the Executive Board.

RESPONSIBILITIES

- The committee shall take direction from and be responsible to the CUPE Local 23 Executive Board. Between meetings of the Executive Board, tasks may be assigned to the committee by the President.
- The committee Chairperson shall report on a regular basis to CUPE Local 23 Executive Board and produce a report for the AGM in April each year.
- Submit copies of minutes of all meetings to the office staff upon meeting adjournment.
- Make recommendations to the Executive Board which relate to social networking accounts, the local's website, electronic discussion groups and other interested parties through alternative media.
- Collect materials to be included in the local's quarterly newsletter.

COMMITTEE OBJECTIVES AND GOALS

Specific goals and objectives for the committee to work towards during the term are to be determined at the inaugural meeting. Goals and objectives must be consistent with the purposes of the committee, the CUPE Local 23 Constitution, and any motion(s) passed at CUPE Local 23 General membership meetings. The committee plan must be approved by the Executive Board prior to implementation.



Constitution & By-Laws Committee Terms of Reference

PURPOSE OF COMMITTEE

To review the Constitution and By-Laws annually.

To submit any proposed amendments to the union by the first Wednesday each September.

To ensure that the Constitution and By-Laws of the Local align with the CUPE National Constitution.

STRUCTURE OF COMMITTEE

- Chairperson of the committee is to be appointed by the President. Co-Chairperson to be elected by the committee. The committee is comprised of the President, one representative of each Division, plus an Executive Board member.
- Recording Secretary to be elected by the committee. Members are appointed by the President in consultation with the Executive Board.
- A MoveUP Administrative Assistant will be assigned to support the committee by drafting agendas; proofing, formatting, and circulating final meeting minutes; setting up meetings; assisting with reporting back to Executive Board and correspondence out to members as directed.

TERM

The term of service on the committee is two years or as otherwise determined by the Executive Board.

RESPONSIBILITIES

- The committee shall take direction from and be responsible to the CUPE Local 23 Executive Board. Between meetings of the Executive Board, tasks may be assigned to the committee by the President.
- The committee Chairperson shall report on a regular basis to CUPE Local 23 Executive Board and produce a report for the AGM in April each year.
- Submit copies of minutes of all meetings to the office staff upon meeting adjournment.
- Review and make recommendations as outlined above in purpose of committee.

COMMITTEE OBJECTIVES AND GOALS

Specific goals and objectives for the committee to work towards during the term are to be determined at the inaugural meeting. Goals and objectives must be consistent with the purposes of the committee, the CUPE Local 23 Constitution, and any motion(s) passed at CUPE Local 23 General membership meetings. The committee plan must be approved by the Executive Board prior to implementation.



Education Committee Terms of Reference

PURPOSE OF COMMITTEE

The Education Committee to review applications to educational opportunities received from the Local 23 membership and make recommendations based on the Education Committee Course Participant Selection Criteria document (attached). To review and make recommendations on all scholarship and bursary applications received.

STRUCTURE OF COMMITTEE

- Chairperson to be appointed by the CUPE BC Local 23 President. Co-Chairperson to be elected by the committee.
- Recording Secretary to be elected by the committee. Members are appointed by the President in consultation with the Executive Board.
- A MoveUP Administrative Assistant will be assigned to support the committee by drafting agendas; proofing, formatting, and circulating final meeting minutes; setting up meetings; assisting with reporting back to Executive Board and General Membership meetings; additional liaising with the committee as needed.

TERM

The term of service on the committee is two years or as otherwise determined by the Executive Board.

RESPONSIBILITIES

- The committee shall take direction from and be responsible to the CUPE Local 23 Executive Board. Between meetings of the Executive Board, tasks may be assigned to the committee by the President.
- The committee Chairperson shall report on a regular basis to CUPE Local 23 Executive Board and produce a report for the AGM in April each year.
- Submit copies of minutes of all meetings to the office staff upon meeting adjournment.
- Make recommendations to the Executive Board which relate to member education.
- Make recommendations to the Executive Board relating to advocating for broader education goals and skill-building for Local 23 members, including post-secondary education; apprenticeship programs; workplace-based literacy programs and the use of plain language.
- Review, report on, and promote scholarships to the memberships and to encourage them to apply.
- A report of the committee's activities for the preceding year shall be submitted to the President of CUPE Local 23 upon request.

COMMITTEE OBJECTIVES AND GOALS

Specific goals and objectives for the committee to work towards during the term are to be determined at the inaugural meeting. Goals and objectives must be consistent with the purposes of the committee, the CUPE Local 23 Constitution, and any motion(s) passed at CUPE Local 23 General membership meetings. The committee plan must be approved by the Executive Board prior to implementation.



Elections Committee Terms of Reference

PURPOSE OF COMMITTEE

To monitor election procedures in place as per the Constitution and By-Laws and to forward any recommendations for changes to electoral procedures to the Executive Board for their consideration at the June Executive Board meeting each year.

STRUCTURE OF COMMITTEE

- The committee shall be made up of no more than 6 members – including 2 from Outside, Inside and one each from Foremen and Library Divisions as per the Local Constitution and By-Laws.
- The committee shall elect a chairperson from its members who shall be deemed the Returning Officer for the election.
- Co-Chairperson to be elected by the committee.
- Recording Secretary to be elected by the committee. Members are appointed by the President in consultation with the Executive Board.
- A MoveUP Administrative Assistant will be assigned to support the committee by drafting agendas; proofing, formatting, and circulating final meeting minutes; setting up meetings; assisting with reporting back to Executive Board and correspondence out to members as directed.

TERM

The term of service on the committee is two years or as otherwise determined by the Executive Board.

RESPONSIBILITIES

- The committee shall take direction from and be responsible to the CUPE Local 23 Executive Board. Between meetings of the Executive Board, tasks may be assigned to the committee by the President.
- The committee Chairperson shall report on a regular basis to CUPE Local 23 Executive Board and produce a report for the AGM in April each year.
- Submit copies of minutes of all meetings to the office staff upon meeting adjournment.
- Additional committee responsibilities as outlined in the Constitution and By-Laws include:
 - To ensure that all nominees are members in good standing the day following the Nominating Meeting.
 - To elect and assist the Returning Officer as required.
 - To receive nominations for Table Officer, Executive Board and Trustee positions.
 - Forward all nominations to the membership at the nomination meeting. (MoveUP staff to assist.)
 - Forward all letters of acceptance to the nomination meeting. (MoveUP staff to assist.)

COMMITTEE OBJECTIVES AND GOALS

Specific goals and objectives for the committee to work towards during the term are to be determined at the inaugural meeting. Goals and objectives must be consistent with the purposes of the committee, the CUPE Local 23 Constitution, and any motion(s) passed at CUPE Local 23 General membership meetings. The committee plan must be approved by the Executive Board prior to implementation.



Sergeant-At-Arms Committee Terms of Reference

PURPOSE OF COMMITTEE

To ensure order at General Membership meetings.

STRUCTURE OF COMMITTEE

- Chairperson of the committee will be appointed by the President.
- Co-Chairperson to be elected by the committee.
- The committee is comprised of the four members, one from each Division.
- Recording Secretary to be elected by the committee. Members are appointed by the President in consultation with the Executive Board.
- A MoveUP Administrative Assistant will be assigned to support the committee by providing a list of members to the committee to be sworn in prior to the meeting and any additional material required to conduct their duties.

TERM

The term of service on the committee one year as outlined in the Constitution and By-Laws of the local.

RESPONSIBILITIES

- Prevent persons who are not current members in good standing from entering a membership meeting unless requested to do so by one of the Table Officers.
- Prevent members from leaving a membership meeting during the taking of a vote without the express permission of the Presiding Officer.
- Be responsible for the distribution and collection of applications for membership (List provided by MoveUP staff).
- To assist in balloting as required.
- To act under the direction of the Presiding Officer at membership meetings as necessary to ensure orderly proceedings.

COMMITTEE OBJECTIVES AND GOALS

Specific goals and objectives for the committee to work towards during the term are to be determined at the inaugural meeting. Goals and objectives must be consistent with the purposes of the committee, the CUPE Local 23 Constitution, and any motion(s) passed at CUPE Local 23 General membership meetings. The committee plan must be approved by the Executive Board prior to implementation.