



B.C. Regional Council Committee Terms of Reference



PSAC B.C. Regional Council By-Laws Committee

Terms of Reference

The following Terms of Reference have been drafted and adopted by the B.C. Regional Council By-Laws Committee:

- The BC Regional Council By-Laws Committee shall be established and report per Section 12 of the By-Laws of the By-Laws of the BC Regional Council.
- The By-Laws Committee will select a chairperson from among the Committee members.
- The By-Laws Committee shall meet in conjunction with Regional Council in-person meetings, between Regional Council meetings as required and at others times as called by the Regional Executive Vice-President.
- The By-Laws Committee will ensure that any issues that could have an impact on the By-Laws of the BC Regional Council are referred to the Regional Council to consider.
- The By-Laws Committee will also perform any additional work assigned by the Regional Executive Vice-President.



PSAC B.C. Regional Council Convention Committee

Terms of Reference

Goals

The Convention Committee aims to make each Convention a vital inclusive event where members feel they are an integral part of the Convention. Create an environment for formal and informal networking. To ensure the Convention is a milieu for all Union Activists to be well informed on current campaigns and are provided an opportunity to debate resolutions on the floor and to elect their representatives for the next three years following Convention.

Terms of Reference

1. On behalf of the Council, work collaboratively and in consultation with the PSAC BC REVP's Office and RO staff in the development of and planning of the PSAC BC Triennial Convention
2. To engage in a process of continuous quality improvement through a cycle of evaluation, planning and action
3. Deal with business referred to the Committee by the PSAC BC REVP and/or the PSAC BC Regional Council
4. To contribute to the advancement of union knowledge, education and training
5. To promote a spirit of inclusiveness regarding the Convention within the PSAC BC's membership
6. To consider the comments of the members at the previous Convention and make adjustments for the upcoming Convention
7. The Committee will seek to make decisions by consensus.
8. All donation monies raised at the PSAC BC Triennial Convention will be allocated to one or more charitable organizations or Social Justice causes to be decided in advance of Convention.
9. The Committee Chair will liaise with the PSAC BC REVP's Office regarding recommendations and questions from the Convention Committee and will report back to the Committee.

Accountability

1. The Convention Committee is a standing Committee of the PSAC BC Regional Council and reports to the Regional Council meetings and to the Office of the REVP through the Convention Committee Chair.
2. The Committee will receive prior approval from the PSAC BC REVP before all correspondence, printed materials, public statements, etc. are produced.
3. The Convention Committee will provide updated status reports to the Regional Council at meetings as required and upon request to the REVP's Office.
4. Prior to the adjournment of a meeting, the Committee will establish, whenever possible, the next meeting date for the Committee.
5. Following the PSAC BC Triennial Convention, the Convention Committee shall debrief within one (1) month either in person or via teleconference to review the comments and suggestions from the Convention Delegates, Observers and guests, and to review what went well, what didn't and what things need to change. The Committee will create a debrief report, which will be presented within two (2) months following Convention at a PSAC BC Regional Council meeting.

Membership

The Convention Committee will be made up of up to five (5) Regional Council members as assigned by the REVP BC.

PSAC B.C. Regional Council Donations, Awards, Subsidies and Honours (DASH) Committee Terms of Reference

The following Terms of Reference have been drafted by the B.C. Regional Council Donations, Awards, Subsidies and Honours (DASH) Committee:

The B.C. Regional Council DASH Committee:

- shall be established and report per Section 12 of the B.C. Regional Council By-Laws;
- shall be made up of members of the B.C. Regional Council;
- shall meet as required and report their activities to the B.C. Regional Council;
- will review nominations submitted to the Office of the REVP-B.C. for regional honours and awards and collectively make recommendations on award recipients to the B.C. Regional Council for further discussion and approval;
- will review and make recommendations to the Regional Council regarding the terms and conditions of all existing regional honours and awards;
- will review and make recommendations to the Regional Council regarding the terms, conditions and process leading to the creation of all new honours and awards;
- shall promote and disseminate information regarding the honours and awards available through the PSAC nationally and within the Region to members of the PSAC B.C. Region;
- shall perform such other duties as may be assigned to it by the REVP-B.C.



PSAC B.C. Regional Council DASH Committee Guidelines for Making Donations/Contributions to Organizations and Campaigns

Categories:

1. Sustaining Contributions
2. Campaign Contributions
 - Labour organizations (strike fund, awareness raising, education)
 - Solidarity organizations (regional or international)

Areas of Focus:

Donations or contributions may be granted to an organization or activity that falls into one or more of the three areas below:

1. Public Service - Globalization, anti-privatization, anti-poverty, environmental issues, water rights, etc.
2. Social Justice - Human rights, equity, community, international solidarity, etc.
3. Labour - Events that celebrate labour history, international solidarity, etc.

Recommendations:

1. Donations may be given to those organizations that solicit funds from the PSAC or that the Regional Council proposes as an organization/activity it wishes to support.
2. The Donations Committee will meet twice per year to prepare donation recommendations for the Regional Council.
3. The budget allocation for donations will be set by the Regional Council.
4. The Donations Committee shall work to ensure that funds are
 - a. focused on local (BC) organizations, campaigns and events
 - b. distributed throughout the region
5. The Regional Council, by simple majority, can exceed the recommended dollar amount of a donation.
6. Each Regional Council Coordinator has the option of using a reasonable amount of their own budget to make contributions to organizations/campaigns in their area of responsibility provided the above guidelines are applied and their RC activities are still adequately funded.



PSAC B.C. Regional Council - Subsidies Guidelines per Regulation 7

Convention and Conference Subsidy Information

(adopted at the March 2012 Regional Council meeting, amended November 2015)

Requests for convention and conference subsidies should

- Be in writing (email or paper) to the REVP's office
- Be received 3 weeks prior to registration deadline
- Contain a rationale why this convention or conference would be valuable for the applicant
- Give an indication how the information/experience obtained at the convention or conference will be used by the participant in union activities
- Indicate any other efforts the applicant has made to obtain funding
- No events outside of Canada will be funded

All requests will be forwarded to the Subsidies Committee for recommendation to the REVP.

The following considerations will be used to award subsidies:

- Is the convention or conference labour, political or social activism related?
- Will the Region benefit from the member's participation in this event?
- Has the applicant been awarded previous subsidies for a convention or conference? If so, when?
- Normally, we will not fund more than 3 participants for the same convention or conference.
- Exceptions to the above should be mostly in the lower-cost category.

Subsidies:

- Convention or Conference outside BC: \$500.00
- Convention or Conference in BC, and participant has to fly: up to \$500.00
- Convention or Conference in BC and no need to fly: \$250.00
- Applicants will not receive full or partial funding to attend Conventions or Conferences outside of Canada

There shall be a written report to the REVP's office within one month of the event.



PSAC B.C. Regional Council Education Committee

Terms of Reference

The PSAC BC Regional Council is committed to a dynamic, relevant and accessible program of union education for PSAC members in BC. To this end, the Education Committee will:

1. Actively promote the education program to members, locals, regional committees and regional leadership;
2. Identify current needs, anticipate emerging issues and seek broad-based union input for the Regional Education Plan;
3. Formulate recruitment strategies for education activities and; in cooperation with the Regional Offices (RO), other members of the Regional Council, regional committees and local executives; actively recruit members for scheduled education courses;
4. On behalf of the Regional Council, work collaboratively with the Regional Education Officer (REO), RO staff and the Regional Executive Vice-President (REVP) in development of the Regional Education Plan; and
5. Review and discuss issues relating to PSAC education in BC and, where applicable, formulate recommendations for consideration by the full BC Regional Council.

The Committee will consist of at least two (2) and not more than seven (7) members from the BC Regional Council. In appointing Committee members, **consideration shall be given based on** recommendations of the REO and representation needs relating to geography, equity and employer status, as well as members' commitment to the goals, principles and standards set out in the PSAC Policy on Membership Education.

The Committee will be chaired by a member of the Committee. The Chair will be selected by the Committee and will serve a designated term.

The Committee will meet in conjunction with meetings of the BC Regional Council and at other times as called by the REVP, **the REO or the Committee**. Meetings may be face-to-face or by conference call, whichever is most economical and feasible given the meeting agenda.



The REO will assist in coordinating Committee meetings. **The Chair of the Committee shall establish the agenda, be responsible for maintaining and forwarding the minutes of the meetings to the REO and the Committee members.** Additionally, the Chair of the Committee or a designated Committee member shall provide a report to at Regional Council meetings.

The Committee will seek to make decisions by consensus.



PSAC B.C. Regional Council Environment Committee

Terms of Reference

The following Terms of Reference have been finalized by the Environment Committee with the understanding that they are fluid and can be changed at any time by a simple majority vote of Committee members.

This Committee provides advice to the Regional Executive Vice-President and the PSAC BC Regional Council on environmental issues of concern to all PSAC members. The Committee's purpose and objectives include, but are not limited to, the following:

1. Recommend measures, programs and campaigns to the Regional Council to ensure that environmental issues remain a priority for the Union
2. Invite the Regional Council to refer environmental issues to the Committee for discussion and advice
3. Increase PSAC members' knowledge of environmental issues
4. Support PSAC members in developing and carrying out work on environmental campaigns
5. Assist in the development of resolutions related to national, provincial and local environmental issues
6. Serve as a mechanism to gather and vocalize environmental concerns of PSAC members
7. Liaise with environmental groups around the province on issues of mutual interest or concern
8. Participate in environmental conferences and forums



PSAC B.C. Regional Council Finance Committee

Terms of Reference

The following Terms of Reference have been drafted by the B.C. Regional Council Finance Committee with the intent that they be fluid to the extent that they may be amended as required by a simple majority vote of Finance Committee members.

- The BC Regional Council Finance Committee shall be established and report per Section 12 of the By-Laws of the BC Regional Council.
- The Finance Committee will elect a chairperson from among the Committee members.
- The Finance Committee shall meet during BC Regional Council meetings, between Regional Council meetings as required or at the call of the Regional Executive Vice-President.
- The Finance Committee shall submit a written report of their activities to the BC Regional Council meeting and the BC Regional Triennial Convention per Section 12 of the By-Laws of the BC Regional Council.
- The Finance Committee, in conjunction with the Office of the REVP, shall prepare the financial statements for the BC Regional Council.
- The Finance Committee shall be responsible for initiating an independent annual review of the BC Regional Council finances and expenditures.
- The Finance Committee will prepare a projected 3-year priority proposal for approval by the BC Regional Council prior to the BC Regional Triennial Convention.

PSAC B.C. Regional Council International Solidarity Committee Terms of Reference



Mandate

The International Solidarity Committee believes that human, labour, and equity, rights are issues that connect us globally. We will endeavor to support our partners and allies as it strengthens our rights in Canada. To carry out our mandate, the Committee will facilitate partnerships with other organizations and PSAC staff to support International Solidarity and Human rights by:

- Broadening discussion of issues relating to International Solidarity within the leadership and membership of PSAC BC.
- Making recommendations to the REVP and Regional Council on issues relating to international solidarity.
- Working with various regional committees to promote local activities and Events
- Supporting and developing the principles of the PSAC Social Justice fund

Composition

The REVP will appoint a minimum of three members to the committee and the chair will be elected from within the committee. The Committee would welcome a contact staff person when feasible.

Roles

The role of the individual committee members is to participate fully at and between meetings. The role of the Chair is to schedule meetings, prepare meeting agendas, consult with other members prior to meetings, and to lead the committee. The role of contact staff person (if applicable) is to act as a resource to the committee, provide support and advice, and participate in committee discussions with a voice but no vote.

Budget

The Committee requests a budget to cover operational expenses related to the International Solidarity activities.

Reports

Minutes will be kept as a record of Committee meetings. The Committee will prepare semi-annual reports for the BC Regional Council.



PSAC B.C. Regional Council Political Action Committee

Terms of Reference

The following Terms of Reference have been finalized by the Political Action Committee with the understanding that they are fluid and can be changed at any time by a simple majority vote of Committee members.

This committee is a standing committee of the PSAC B.C. Regional Council.

This Committee provides advice to the REVP and the PSAC B.C. Regional Council on political action campaigns, issues/concern to all PSAC members. The committee's purpose and objectives include, but are not limited to, the following:

1. Keeping informed about union campaigns and labour political actions in the province.
2. Invite the Regional Council to refer political issues to the Committee for discussion, advice, action and lead on campaigns
3. Promote communication to members on political action issues
4. Promote education to members on how to lobby politicians/talking points on specific campaigns
5. Serve as a mechanism to gather and vocalize political concerns of PSAC members
6. Liaise with other like minded groups in BC to work on issues of mutual interest/concern
7. Participate in appropriate/labour political actions or conferences
8. The Committee will receive updates through the REVP Office from the BC Fed Political Action Committee meetings/action items within 30 days
9. The PSAC B.C. Regional Council Political Action Committee shall report as per Section 12 of the By-Laws of the B.C. Regional Council