

LOCAL 002 TERMS OF REFERENCE FOR COMMITTEES



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STANDARD TERMS OF REFERENCE FOR LOCAL 002 COMMITTEES

Each Local 002 sub-committee:

- a) Shall have a written mandate stating the date and repeating the motion of the council meeting minutes establishing the committee or reaffirming its status
- b) Shall be defined as a standing or ad hoc committee
- c) Shall establish terms of reference in writing, approved by Council, stating the overall purpose and goals of the committee and the terms of reference shall be reviewed annually by the committee
- d) Shall submit a proposed annual budget to the Treasurer when requested, prior to the annual general meeting of the Local
- e) Shall, at its first meeting following its inception or after the annual general meeting of the Local, elect a chairperson and any other officer it may need from among its members
- f) Treasurer shall chair the Finance Sub-committee [AUPE Constitution, Article 18.01(d)] g) Shall keep minutes at its meetings
- g) Shall establish 6 members as committee membership except for the Bargaining and Employee Relations committees
- h) Shall have as quorum 50% plus one of its members [AUPE Constitution, Article 22.06]
- i) Shall report on its activities at each council meeting and will seek Council's approval for activities involving contacts outside the Local. Council shall approve any briefs, reports, presentations or other material before going outside the Local
- j) May submit motions to Council outlining action being recommended
- k) Elected members and alternates may sit on a maximum of one (1) committee per term, unless a committee cannot fill the membership requirements as outlined in section (h) or a vacancy needs to be filled during the term to become effective May 23, 2014, notwithstanding assignments from one committee to another committee as per our Terms of Reference to ensure continuity and commitments mandated through the collective agreement.
- l) Each committee submit a proposed budget to the Finance Committee for reference.

Revised version approved at the General Meeting of Local 002 on April 20, 1996.

Amended (h) at September 18, 2010 Council meeting. Committees will report back to Council at the Jan/Feb 2011 council meetings for implementation at the 2011 AGM elections.

Amended (h) as per motion #5 at the May 2014 Council AGM.

Added (l), as per motion #3 at the May 2014 Council AGM

Added (m) as per motion #8 at the May 2014 Council AGM

MANDATED COMMITTEES

FINANCE COMMITTEE

Note: This is a standing committee mandated by AUPE's Constitution. The AUPE Constitution article 22.03 (c) states: *"The Annual General Meeting of the Local Council shall, in an election year, elect a Finance Sub-Committee from amongst its members."*

The AUPE Constitution article 18.01 (d) i) states: *"The Treasurer shall be the Financial Officer of the component and shall chair the Finance Sub-Committee."*

Purpose

The committee shall assist the Treasurer in the performance of his/her duties, including:

1. preparation of the Local's annual budget;
2. reviewing auditor reports and making recommendations to ensure the Local is accountable to AUPE and the members;
3. reviewing Local 002 financial policies and making motions to Council if additions or updates are recommended;
4. scrutinizing, researching options and making recommendations on financial-related issues presented to the committee;
5. investigating ways to cut costs to ensure member funds are spent wisely.

Scope and Authority

1. This committee is an advisory committee that provides advice and recommendations but is not authorized to make financial decisions.
2. Disbursement of monies is only handled by the Treasurer.

Membership

1. The elected treasurer chairs this committee.
2. A minimum of four to a maximum of five other members are elected from council representatives.

Meeting

1. The committee will have a minimum of three meetings per year. Conference call options are available for out of town members.
2. The chair and secretary will set agenda items with input from committee.
3. The secretary will submit meeting dates to the webmaster and take minutes at meetings.
4. Communication between meetings will primarily be made by email.

Reporting

1. Committee shall submit a written report on activities at Local 002 council meetings. Once approved, reports will be sent to the webmaster for posting.
2. Upon request, committee may report outside of council meetings on emergent matters.

Revised TOR approved at Council meeting September 2018

BARGAINING COMMITTEE

This is a standing committee of Local 002.

The standard terms of reference for Local 002 Committees apply to this committee.

Committee Makeup

Local 002's Bargaining Committee (referred to as a "Negotiating Team in the AUPE Constitution) is a standing Committee of Local 002. Under the AUPE Constitution (Article 16), the Negotiating Team:

- Shall be elected by and from the members of Local 002 who sit on Local Council.
- Where possible, the election of members to the Negotiating Team will take place at least three (3) months prior to the expiry date of the contract to be negotiated.
- The term of office of elected members and alternates will be for the round of bargaining.

Mandate

Under Article 16 (Union Bargaining) of the AUPE Constitution, Local 002's Bargaining Committee (noted as "Negotiating Team" in the Constitution) is mandated to:

- Receive input for bargaining.
- Create a Communication plan for the round of bargaining.
- Formulate recommendations with respect to collective bargaining policy for the guidance of this Committee and GSBC.
- Shall maintain a record of its meetings.
- Provide regular reports and submit motions for consideration by Council

Purpose

- To represent the interests of Local 002 members at the General Services Bargaining Committee (GSBC) Table.

Objective

- To ensure Local 002 members' concerns and issues are addressed and dealt with fairly and equitably during the Subsidiary and GSBC Collective Bargaining processes.
- To ensure Local 002 members are provided with the opportunity to raise their individual and collective bargaining-related concerns through this Committee.
- To ensure that Local 002 members are kept apprised of updates to the collective bargaining process and outcomes.

Scope

The Local 002 Bargaining Committee will communicate with members of the Local to obtain information on the collective bargaining issues affecting members, will prioritize issues and determine bargaining items to be introduced at the collective bargaining table. Committee members will coordinate and disseminate information relevant to bargaining to the Local in conjunction with AUPE Headquarters.

Authority

Authority for this committee is derived from Section 16 (Union Bargaining) of the AUPE Constitution and Section 11 (Negotiations) of the AUPE Policy and Procedure Manual.

Membership

Membership will consist of a minimum of three (3) members and a maximum of six (6) members elected or appointed from Local 002 Council members during an Annual General Meeting. Past practice (as of 2015 AGM) has been to elect five (5) Committee members and three Alternates.

Meetings

- Quorum for the Committee will be 50% plus one (1); therefore four (4) members must show up for quorum.
- There will be a minimum of three (3) meetings held per term.
- Minutes will be kept of all meetings and provided by the minute taker to the Chair within a week of the meeting. The Chair will post the final copy of the minutes on the Bargaining Committee portal for access by all regular members and alternates of the Committee and will forward a copy to the Local Secretary for record within two (2) weeks of the meeting.
- In the event that a regular Committee member is unable to attend, the Chair of the Bargaining Committee will contact an Alternate to take the place of the regular member with voice and vote.

Role of Chair

- Convene and organize a minimum of three (3) meetings of the Local Bargaining Committee per term.
- Chair the Local Bargaining Committee meetings.
- Attend AUPE's Master Collective Agreement GSBC (General Services Bargaining Committee) meetings as required. These meetings may extend well past regular work hours and may be called on short notice.
- Prepare reports to council on the status of both Local and GSBC negotiations.
- Prepare, present (to the Local) and effect a Communication Plan for the Bargaining Committee so that both the Bargaining Committee members and the members of the Local are kept apprised of current status regarding Local and GSBC bargaining and are made aware of and knowledgeable about information that could be disseminated to members of the Local.
- Include in the Communication Plan, a means to gather and analyze information in order to prioritize Local members' needs with regard to the upcoming round of bargaining.
- Ensure that information to be shared regarding GSBC negotiations/bargaining has been cleared for dissemination to Local members by AUPE's Chief (GSBC) Negotiator so that AUPE does not end up in a "bad faith" bargaining situation.
- Prepare a budget for the upcoming term of office of the Committee, subject to ratification by the Committee.
- Update the Terms of Reference of the Committee, subject to ratification by the Committee.
- Maintain regular contact with Local 002 Chair and with Chapter Chairs via the Local Chair.
- Maintain regular contact with the PE (Provincial Executive) representative for Local 002 to ensure that information to be shared with Local members is reflective of AUPE's official position on either Local or GSBC negotiations/bargaining.

*This is not an exhaustive list and is subject to revision and/or updates as required.

Role of Vice-Chair

The Vice-Chair will provide support to the Chair as required; during the absence of the Chair, the ViceChair will take over the duties of the Chair.

Role of Secretary

The Secretary (fixed or rotating position as determined by the Committee) will ensure minutes are taken and once approved, forwarded to the Chair for further posting and distribution within five (5) days of the meeting.

Role of Committee Members

- Attend meetings as required or communicate to the Chair in a timely manner, if unable to attend.
- Report back to all members of the Committee via the MyAupe portal or other venue available and accessible to all Committee members, on any relevant information, action items assigned, research and/or information or issues affecting collective bargaining that may impact the Local or the General Services sector.

Role of Alternate

- Alternates are expected to attend meetings with voice but not vote.
- In the event a regular Committee member is unable to attend a meeting, alternates will be contacted so that one (1) alternate will be able to fill a meeting vacancy with voice and vote as required.

Notwithstanding the preceding, the Bargaining Committee passed the following motion at a meeting convened on May 26, 2017:

Motion: *That a regular member of the Bargaining Committee may attend at GSBC in the absence of the Chair. If no member of the Bargaining Committee is available to attend, the Local Chair will assign a Local Executive or Local Council member to attend on behalf of the Local.*
M/S/C.

Complete revision as per motion #1 at the January 2016 Council Meeting

OTHER COMMITTEES

ANTI-PRIVATIZATION/ANTI-CONTRACTING OUT COMMITTEE

This is a standing committee.

The standard terms of reference for committee will apply to this committee.

Mandate

The Anti-Privatization/Anti-Contracting-Out Committee (APACO) mandate is to identify and address privatization and contracting-out issues facing or being planned for Local 002 members.

Purpose

To develop, promote, and lead anti-privatization and anti-contracting-out awareness, and a prevention plan for Local 002 members.

Membership

Membership consists of a minimum of 4 Council members and a maximum of 6 members of Local 002. Vacancies can be filled through confirmation or election at Local 002 Council meetings.

Task Work-Groups

As required.

Meetings

Meeting dates are scheduled as necessary. The Committee meets no less than once a quarter.

Responsibilities

The Committee reports to each local Local 002 Council meeting with a written report and recommendations regarding developments on any APACO issues, rumours, or emerging threats.

Whenever required, the Chair or Committee-designate coordinates with the Vice-President of the AUPE Standing Anti-Privatization Committee.

Role of the Chair

The Chair is responsible for arranging meetings, producing the agenda, chairing the meetings and ensuring that an APACO Committee report is provided to each Local 002 Council meeting.

The Chair informs the Webmaster about upcoming Committee meetings. The Chair creates a schedule for Committee members to equitably share responsibility for checking the APACO Committee email account and for bringing information to the Committee where appropriate.

Role of the Vice-Chair

The Vice-Chair is responsible for supporting the Chair and, in his/her absence, arranging meetings, producing the agenda and chairing the meetings.

Role of the Secretary

The Secretary is responsible for ensuring Minutes are taken and, once approved by the Committee, information-highlights are forwarded to the Local 002 Webmaster to be posted on the Local 002 websites. The Secretary is responsible for maintaining the master copy of the APACO Committee Minutes.

Minutes

The Secretary is responsible for completing the Minutes of each meeting within two weeks after it occurs. The Secretary also prepares Highlights for the Minutes to be submitted for posting on the Local

002 website once the Minutes and the Highlights are approved by the Committee prior to posting. The Secretary notifies the webmaster of upcoming meeting dates. The Secretary also maintains a master copy of the APACO Committee documents including all Minutes.

Expectations of Committee Members

All Committee members maintain confidentiality where and whenever necessary for the APACO Committee to discharge its mandate and purpose.

All Committee members attend meetings, come prepared, and actively participate in Committee meetings and activities.

If a member cannot attend a meeting, s/he is expected to advise the rest of the Committee members as soon as possible prior to the meeting.

Local 002 Executive passed the motion and set up the Anti-Privatization Committee on November 17, 2004. A formation meeting was held on Saturday May 28th, 2005 in Red Deer and the first committee report was presented to the September 2005 council meeting. Revised Terms of Reference were approved at the Council Meeting on September 6, 2008.

Motion passed by council at the January 21, 2017 meeting to change the committee name from the Anti-Privatization Committee to the Anti-Privatization/Anti-Contracting Out Committee.

Motion passed by Council at the September 23, 2017 meeting to approve the revised Terms of Reference.

WELLNESS & PERSONAL DEVELOPMENT COMMITTEE

This is a standing committee.

The standard terms of reference will apply to this committee.

Purpose

To aid Local 002 members in their personal development that is not work related and not covered by the employer; to support the wellness of our members.

The committee will administer the AUPE Local 002 Bursary awards and:

- a) Determine the bursary application period;
- b) Set the bursary award amounts (quantity and maximum value);
- c) Determine eligible bursary items; and
- d) Perform the selection of bursary recipients.

Committee Members

Committee consists of a Chair - Vice-Chair - Secretary and 2 additional Council Members voted at AGM to sit on the WAPD committee. They hold the position for 2 years.

Positions of Chair, Vice Chair and Secretary are decided by the committee.

Meetings

Communication is done primarily through email. Typically, there is one meeting during the year, before the application for the bursary goes online to review and discuss any changes. Once the bursary is closed, a full day session is held to review applications and finalize all the bursaries. Meetings are held at an AUPE Office. All the applications reviewed through the WAPD email.

Goals

- The committee will liaise with the AUPE Local 002 Finance Committee to prepare budget line items for:
 - a) Committee operating expenses
 - b) Program funding expenses
- The committee will ensure that as many members of Local 002 are aware of the Bursary, through mass email through AUPE, Local 002 newsletters and posters for the worksite union boards.
- Respond to questions through the website as required.

Bursary Criteria

- Application for the bursary will be open December 1st-January 15th
- The items that you are requesting the bursary for must be paid for between January 1, and December 31 of the bursary year for which you are applying. No exceptions are allowed.
- The application is completed through the Local 002 website.
- Can only be money used for members (not family members)
- Receipts must be provided. Bank/credit card statements will not be considered.
- Prefer that receipts are sent in PDF, if they are not, they may not be able to be opened and would disqualify their application.
- Receipts must be dated and state what they are for, have the name of the business and the price of the expense.
- Local 002 members with the Introduction to the Union Course will be given first priority.
- Random number generator is used to select remaining applications for review.

- Bursary applications will not be reviewed until after the closed date. There will be no requests for additional information.
- Must be a member of Local 002 at the time of disbursement of funds. This is verified with AUPE.
- The decision of the WAPD committee is final, there is not an appeal process.
- Names of successful applicants will be posted to the Local 002 website. There is no other communication regarding successful/not successful applications.

Review

- The Bursary has been an effective way to engage members and encourage them to become more involved.
 - Encourages members to register and attend the Introduction to the Union training through AUPE.
 - Members are provided the information for applying for the bursary, this is posted on the local 002 website.
1. Can the bursary be used to buy for another member of the family?
No. The bursary is intended for the member only
 2. Can you submit a receipt with another person's name on it?
No. The receipt must show that the member made the purchase.
 3. Can I make the purchase in the next year?
No, the purchase must be made in the current year for the bursary.
 4. Can the bursary be use for food supplements?
No
 5. Can I send the gym contract?
No. The gym can provide a receipt for payments made.
 6. Can the bursary be used for physio or massages?
No that is covered by Ab Blue Cross
 7. Can I submit more than one receipt?
Yes, there are 2 places to upload your receipts.
 8. Do I have to have Intro to the union to apply?
No. Priority is given to those that have. It is encouraged.
 9. Can the bursary cover college/university courses?
No.

Mandate: At the April 24, 2004 Annual General Meeting of Local 002, the following two motions were passed:

1. *M/S/C by Council that the Local 002 Learning & Personal Development Program be accepted as presented.*
2. *M/S/C by Council that the existing Ad hoc Scholarship Committee oversee the Program for two years while it is getting started and to work out the details.*

At the Council meeting on February 28th, 2009, motions to include "i" to the mandate and delete reference to historical information were M/S/C.

By motion at the September 18, 2010 Council meeting the Education Committee and the Learning and Personal Development Committee are to meet, review the duties of each committee and combine the duties in to one Committee, to be effective as of the 2011 AGM.

Revised TOR approved at Council meeting September 17, 2011

Revisions to TOR approval at Council meeting February 4, 2012
Revised TOR as per motion #4 at the September 2015 council meeting.
Revisions to TOR approval at Council meeting September 2019.

MEMBERSHIP SERVICES COMMITTEE

This is a standing committee.

The standard terms of reference committee apply to this committee.

Purpose

The purpose of this committee is to:

1. Increase communication between the local and membership, using website, Facebook page and other tools.
2. Work with other Local 002 Committees, components and executive to develop and distribute a quarterly newsletter.
3. Identify ways to improve delivery of services to the membership.
4. Develop strategies to increase member participation in union activities.

Scope and Authority

1. Committee will submit a budget to the Local Treasurer prior to the Local's annual general meeting.
2. The committee is authorized to purchase chapter gifts for annual general meetings based on the amount agreed to under the Local 002 budget.
3. With council approval, committee may purchase other items that benefit the membership.

Membership

1. Based on the standard terms of reference, six members can be elected to the committee.

Meetings

1. The committee will have a minimum of three meetings per year. Conference call options are available for out of town members.
2. The chair and secretary will set agenda items with input from committee.
3. The secretary will submit meeting dates to the webmaster and take minutes at meetings.
4. Communication between meetings will primarily be made by email.

Reporting

1. Committee shall submit a written report on activities at Local 002 council meetings. Once approved, reports will be sent to the webmaster for posting.
2. Upon request, committee may report outside of council meetings on emergent matters.

The MS Committee was first formed in May 1992 from the previous Administration Committee. It ceased meeting in 1995. The Committee was revived at the May 31, 1997 annual general meeting. Mandate was approved at the January 31, 1998, general council meeting and the revised mandate was approved at the general council meeting on September 24, 2005.

Last revised January 2018.

PREP CLASSIFICATION COMMITTEE

This is a standing committee.

The standard terms of reference for committees will apply to the committee.

Purpose

1. Support our members with their PREP classifications issues
2. Facilitate the education of our members on the PREP classification system
3. Monitor the application of PREP for our membership
4. Identify ways to improve the PREP classification system by two-way communication with other Local 002 committees

Membership

The committee will have a minimum of 6 members elected from Council plus assigned representatives of other Local 002 committees

Committee members must have an understanding of or an interest in classification issues. Committee members must complete PREP training (Parts 1 and 2) prior to or within their term of office.

The Bargaining and Employee Relations Committees must each assign one member to this committee.

Committee meetings are open to all Local 002 members.

Objectives

1. Develop PREP expertise among our membership across Ministries and across regions
2. Attend the Government's Quality Assurance Advisory Committee meetings, when appropriate, and support activities related to QAAC
3. Advise the Local Executive, Local Council and members on classification issues
4. Arrange for PREP training for interested members of Council subject to the Education Committee process

Deliverables

- Website accessible reports and meeting notes
- Recommendations to the Bargaining Committee
- Training opportunities for members

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

The standard terms of reference for committees will apply to this committee.

Purpose

To provide Local 002 Council members with general information about workplace health and safety issues, as well as the priorities of and any initiatives being undertaken by the AUPE Standing Occupational Health and Safety Committee.

Authority & Accountability

The Committee is authorized by Local 002 and will provide a written report regarding its activities and recommendations at each Local 002 Council meeting.

Membership

Membership will consist of a minimum of 4 members and a maximum of 6 members of Local 002. The member of the Committee who is elected by Council to serve as Local 002 Liaison to the AUPE Standing Occupational Health and Safety Committee will be a member of the Committee. Therefore Local 002 Council will nominate and elect up to 5 members in a separate election.

Committee members are elected at the Local 002 Annual General Meeting but do not have to be Council Representatives.

Task Committees: Will be struck as required.

Role of the Chairperson

The Chairperson will be responsible for arranging meetings, producing the agenda and chairing the meetings.

Role of the Vice-Chairperson

The Vice-Chairperson will be responsible for supporting the Chairperson and, in his/her absence, arranging meetings, producing the agenda and chairing the meetings.

Role of the Secretary

The Secretary will be responsible for ensuring Minutes are taken at each Committee meeting and that, once approved, information highlights are forwarded to the Local 002 Webmaster to be posted on the Local 002 website. The Secretary is responsible for maintaining the master copy of the Occupational Health and Safety Committee documents.

Meetings

A minimum of 3 meetings per year will occur and meetings may be called as necessary to complete the work of the committee pending budget approval. Meeting dates will be scheduled as necessary and the Committee will report to Council at all regular Council meetings. If a Committee member cannot be at a meeting, he/she is expected to advise the Chairperson or Secretary as early as possible.

Minutes

The Secretary will complete Minutes of each meeting to be used for the report to the Local 002 Council. Where deemed of general use to members of Local 002 and once approved by Committee, highlights of Minutes will be used in a report for posting on the Local 002 website.

The Local 002 Liaison to the AUPE Standing Occupational Health and Safety Committee will draft and review with the Committee an annual report of Local 002 concerns and priorities, and will provide the report to the AUPE Standing Committee.

Role of Committee Membership

Committee members are responsible to:

- Provide information to Local 002 Council regarding occupational health and safety issues in the Local.
- Act as a resource and build capacity within Local 002.
- Canvass their worksites and geographic areas for general issues related to occupational health and safety that have arisen in worksites without Workplace Health and Safety Committees and that are not being addressed.
- Support the Provincial Executive OHS group as it studies Workplace stress, violence and PTSD (Post traumatic stress disorder) as it relates to Local 002 members.
- Report these issues to the Committee in general terms for analysis and possible recommendations where warranted.
- Coordinate and collaborate with other committees of Local 002 to improve the health and safety of Local 002 members.
- Develop, maintain and communicate to Local 002 health and safety policy reviewed at least every 2 years (i.e. developing a best travel practice).

This committee was formed as per motion #1 at the May 2015 AGM.

TOR approved as per motion #8 at the September 2015 council meeting.

JOINT EMPLOYER-EMPLOYEE COMMITTEES
EMPLOYEE RELATIONS COMMITTEE (ERC) LOCAL 002 CAUCUS

This is standing committee of Local 002.

Mandate

Under Article 5 of the Collective Agreement, ERC is mandated to discuss matters of mutual interest related to employees covered by Subsidiary Agreement #002-Administrative and Program Services.

Goals and Objectives

- a) Promote and support communication between Local 002 members, Corporate Human Resources (CHR) and Departmental Human Resources (HR) to ensure workplace concerns are being addressed in an effective and efficient manner to support AUPE members.
- b) Identify, discuss and resolve issues that impact the members covered by Subsidiary Agreement #002
- c) Provide a forum to coordinate efforts to identify and discuss emerging issues and identify solutions, awareness of concerns and issues that affect such matters as health and safety, operations, work/life balance, quality of service, equity, respect and recognition, training, recruitment and retention, and staff morale.
- d) Facilitate information exchanges about issues among the various departments employing Local 002 members and
- e) Provide a mechanism for getting background information and influencing the Employer's HR policy.

Scope

The ERC will provide a forum for problem solving and building effective relationships. In addition, to promote and support the online workplace survey and to listen to workplace concerns that are affecting members of the Local 002.

It is agreed that the committee will not deal with:

- a) Employee specific issues for which there exist avenues for discussion or resolution which have not been explored,
- b) pending or potential grievances,
- c) terms and conditions of the Master Agreement.

Membership

This is a committee of four members elected by Local 002 Council plus two alternates, one of whom is elected by, and is a member of, the Bargaining Committee: the other alternate will be elected by Council. The two alternates will be invited to attend all meetings.

The Chair of the Local stands as an ex-officio member.

Role of the Chairperson

At Caucus meetings- Is responsible for arranging meeting place, developing the agenda and chairing the meeting.

At Employer meetings- Is responsible for arranging meeting place, producing the agenda in collaboration with CHR Co-chair and co-chairing the meeting and to write and submit a Chair Report for Council meetings. These reports will be then posted on the Local 002 website by the webmaster.

Role of the Vice-Chairperson

Responsible for supporting the Chairperson and in his/her absence arrange meetings, develop the agenda, chair and/or co-chair the meetings with caucus and employer and report back to the Chair with notes of the meetings.

Role of the Secretary

Responsible for recording the notes at employer meetings and caucus meetings and to prepare a draft to be submitted to Caucus Chair for review in sufficient time prior to both meetings. Review of the notes to be conducted at the following caucus meeting.

Meetings

Quarterly meetings will be held for both caucus and the employer set at two weeks apart.

Responsibilities of the Committee

1. To prepare for the caucus meetings by reading the staff surveys/reports.
2. At the caucus meetings, participate by discussing staff surveys and other agenda items.
3. To bring forward themes of concerns from the surveys at the employer meetings.
4. Attend all caucus and employer meetings.
5. To encourage members to share concerns/issues by completing the online survey or by in person discussions.

This TOR to be effective May 2017 Local 002 AGM

This ERC TOR was ratified by Local Council January 21, 2017