

NCR COUNCIL EDUCATION COMMITTEE

TERMS OF REFERENCE

MANDATE

- Promote union education and training within the PSAC NCR Council (NCRC).
- Work collaboratively with the Regional Education Officer (REO), Regional Office (RO) staff and the Regional Executive Vice-President (REVP) in the development of the Regional Education Plan, and to determine the appropriate education program, taking into consideration the Regional Education Budget allotment.
- Review and discuss issues related to PSAC education in the NCR, and, where applicable, formulate recommendations to the REVP, the REO, the RO staff and to the members of the NCRC Executive.
- Develop creative strategies to deliver union education and training within locals, workplaces, the union and the community.
- Develop processes to maximize membership input and involvement in drafting the Triennial Education Plan for the NCRC.

COMPOSITION OF COMMITTEE

The Chairperson should be an active facilitator. They should be trained by a recognized labour organization or by an accredited organization.

This will ensure that the Chairperson has a good understanding of the delivery of union education for the purpose of planning union education activities in the PSAC-NCR and leading the Education Committee in establishing the Triennial Education Program.

The Vice Chairperson should have facilitator training and/or relevant experience.

- The Committee shall be composed of a minimum of 5 members. The Committee shall endeavour to have amongst its members at least:
 - Two (2) French speaking members,
 - Two (2) English speaking members,
 - One (1) member from a separate employer local,
 - One (1) member from a Directly Chartered Local (DCL),
 - One (1) member from an equity group, and
 - Two (2) members who are active facilitators.

This will ensure a diversity of views that is reflective of the PSAC-NCR membership, when planning and discussing union education.

It should be noted that one member may fulfill multiple roles.

- The participation of observers and guests is welcomed at meetings. These individuals will have voice but no vote (in the event a vote is necessary).
- When members fail to show for three consecutive meetings without notification or cause, the Chairperson will contact them to confirm their interest in remaining a member of the committee.
- The Chairperson, or their designated alternate, shall be the delegate to the NCRC and its Executive and shall report to Council on the activities of the committee and the Education Program.
- Sub-committees or working groups may be struck to carry out specific work. They will be comprised of Education Committee members and may include other members as required.

ELECTIONS

- Elections for the positions of Chairperson and Vice-Chairperson shall be held annually in the spring.
- Following the elections of a new Chairperson, the REO shall provide a briefing on the functioning of the Education Committee as well as the role and duties of the Chairperson.

- Following the election of a new Vice-Chairperson, the Chairperson or the REO shall provide a briefing on the functioning of the Education Committee as well as the role and duties of the Vice-Chairperson.
- The elections of delegates from the Education Committee (and their alternates) to other groups (for example, to the Ottawa Area Council) shall be held at least one month prior to the start of the mandate of the elected delegate.
- The term of the elected officers, delegates and alternate delegates of the Education Committee is one (1) year.

FUNCTIONING OF THE COMMITTEE

- The Committee shall meet on the third Tuesday of every month, or as otherwise agreed upon.
- Quorum at meetings shall be a minimum of 3 members. The Chairperson and the Vice-Chairperson shall count towards quorum.
- The Committee will seek to make decisions by consensus. When consensus cannot be met, the Chairperson will hold a vote.
- The draft Record of Decisions (ROD) will be scribed by members of the committee on a rotational basis and shall be remitted to the Chairperson within one week of the next meeting so as to facilitate the preparation of the next meeting.
- Upon providing sufficient notice to the Chairperson or to the REO, members can participate to committee meetings by video or telephone conference.
- Members must attend meetings in person in order to vote on motions – including elections.
- The REO (and education obliques) will attend all meetings (where possible) and will act as technical advisors to the Education Committee.

CHAIRPERSON AND VICE-CHAIRPERSON

The Chairperson will be responsible for:

- Establishing the agenda - in consultation with committee members and the REO by inviting them to provide input;
- Facilitating committee meetings;
- Ensuring that the minutes are distributed to committee members and the REO;
- Ensuring that reports to Council are forwarded to the REVP's office;
- Planning union education activities with the collaboration of committee members;
- Leading the Education Committee in establishing the Triennial Education Program, and
- Overseeing the fiscal affairs of the Committee including the preparation of the budget.

The Vice-Chairperson will be responsible for:

- Presiding in the absence of the Chairperson;
- Advising and supporting the Chairperson in carrying out their duties;
- Working collaboratively with the Chairperson in the execution of these duties, and
- Assisting the Chairperson in overseeing the fiscal affairs of the Committee including the preparation of the budget.

COMMITTEE MEMBERS

The role of a member of the Education Committee is an important one. Committee members shall participate and contribute in the development and implementation of the committee's plans and activities.

Effective Committee members:

- Familiarize themselves with the Terms of Reference and the current Triennial Education Plan;
- Bring forward for discussion the education needs of members in the region and help to identify gaps;
- Promote union education across the region and in their Locals;

- Attend and participate during committee meetings;
- Offer facts, opinions and suggestions to the committee;
- Make recommendations on projects for the committee;
- Participate in the research and in the completion of these projects;
- See that goals are met and completed successfully, and
- Are willing to compromise and respect the opinion of others.

Reviewed by the NCRC Executive on June 3, 2019

Adopted by the Education Committee on June 18, 2019