



TERMS OF REFERENCE

The Aboriginal Action Circle of the National Capital Regional Council (NCRC) of the Public Service Alliance of Canada

1. Name

The name of the Committee shall be the Aboriginal Action Circle (**AAC**) and will be referred to as the **Circle**.

2. Affiliation

The AAC is the Regional Aboriginal Peoples' Circle representing the National Capital Region (NCR) of the National Aboriginal Peoples' Circle (NAPC) and is a recognized committee of the National Capital Regional Council (NCRC) of the Public Service Alliance of Canada (PSAC).

3. Mission

The AAC is committed to advancing and advocating on behalf of PSAC Aboriginal members. The AAC will serve as an Aboriginal Resource for PSAC Members and the PSAC Regional Office in the NCR.

4. Objectives

- To assist the PSAC, PSAC National Capital Region Council (NCRC) and NCR Locals in carrying out the actions outlined in the PSAC Statement of Principles on Aboriginal Peoples' Rights.
- To work with organizations representing Aboriginal persons and other like-minded organizations to advocate and network at all levels for recognition of the right to self-determination, the fulfillment of historic treaty obligations and the timely settlement of all land entitlements.
- To advocate for more effective legislation through tools such as education, lobbying, etc., on Employment Equity (EE), Fair Representation and Diversity in all workplaces and to support said programs.
- To act as a resource to the PSAC in negotiations pertaining to EE, Fair Representation and Diversity on behalf of Aboriginal members for whom we are certified.
- To help build and participate in a strong network of Aboriginal Union members within the PSAC, the Canadian labour movement and the International labour movement as a whole.



- To provide the PSAC, PSAC National Capital Region Council (NCRC) and NCR Locals with advice and guidance on issues of importance to Aboriginal members and the impact these issues have on Aboriginal members.
- To assist the PSAC in identifying, developing and negotiating contract language that is of particular concern to Aboriginal members.
- In collaboration with other NCR Committees, provide input to the development of educational materials for Alliance members concerning race relations, cultural diversity and Aboriginal issues.
- To promote inclusiveness and actively oppose racism, harassment, bullying and cultural stereotyping in the workplace and in the PSAC.
- To encourage and offer access to Elders at all union and workplace events.
- To promote and encourage participation in the AAC of all NCR PSAC Aboriginal members. The Circle encourages members to invite guests and speakers who encompass our aims and objectives.

5. Membership

The AAC is open to all PSAC members in good standing in the National Capital Region who have self-identified as Aboriginal.

All PSAC members in good standing and Aboriginal people in other unions, organizations, communities, etc...are welcome to attend meetings as guests.

6. Organizational Structure

Organizational Structure

From its membership the Circle will select members to serve in the following capacity;

*Co-chairs

Secretary

Treasurer

** Whenever possible, the position of Co-chair will reflect gender balance through the selection of a member of both genders to serve as Co-chair.*



7. Selection of Officers

The officers of the Circle will be selected at the Annual General Meeting, if consensus cannot be achieved in filling the positions, the positions will then be filled through an election process.

The Co-Chairs, the Secretary, the Treasurer will hold the position for a period of 1 year.

In the event any of the officers are unable to serve their term or fulfill the duties as outlined, the Circle membership can, through consensus, select replacement(s) to finish the current term at the next scheduled meeting of Circle.

In addition, the Circle members have the option to select representatives to serve on the following PSAC NCRC Committees;

PSAC NCRC Committees:

Ottawa Area Council Representative

Ottawa Area Council (Alternate)

Conseil régional d'action politique de l'Outaouais

Conseil régional d'action politique de l'Outaouais (Alternate)

Human Rights Committee Representative

Human Rights Committee (Alternate)

From time to time, members of the Circle may be requested to participate on Ad Hoc, Sub-committees or other special committees to provide their knowledge and expertise pertaining to Aboriginal affairs and information. (i.e.: Education Committee, Employment Equity Conference Organizing Committee, etc...)

8. Roles & Responsibilities

Co-Chair

The Co-chair shall be responsible for;

- the affairs of the Circle between meetings,
- facilitating meetings of the Circle during their term by serving as Chair of meetings on a rotational basis, (as Chair, not entitled to a vote unless their vote is a deciding vote)
- ensuring issues of importance are communicated to the members of the Circle in a timely fashion,
- liaising with the Office of the Regional Executive Vice- President (REVP)

The position of Co-chair does not have any executive decision making powers outside of the normal decision making process of the Circle.



In addition, the Co-chairs will serve as representatives on the National Capital Regional Council (NCRC) and as such will perform the following duties;

- **alternately attend meetings & activities of the NCRC on behalf of the Circle
- report Circle activities to the NCRC
- report NCRC activities to the Circle members
- represent the Circle at events, functions or meetings when necessary

**If the Co-chair is unable to attend the NCRC meeting or activity, they shall be replaced by the second co-chair.

If both Co-chairs are unavailable to attend AAC meetings or NCRC meetings or activities, the Secretary or Treasurer may assume the duties of the Co-chair.

Secretary

The Secretary shall be responsible for all administrative functions of the Circle including but not limited to the following:

- the production of a draft agenda for regular meetings,
- the callout for agenda items at least one week before the meeting date,
- the production and distribution of Minutes of all regular and special meetings of the Circle,
- the production and distribution of a Calendar of Events for the Circle
- generate and maintain a list of AAC members
- in partnership with the PSAC Representative assigned to the AAC, will ensure all historical documents associated with the Circle are kept and stored in a secure location

If the Treasurer is unavailable to attend an ACC meeting, the Secretary will assume the role of the Treasurer at that meeting of the AAC.

Treasurer

The Treasurer shall be responsible for the financial affairs of the Circle including but not limited to the following:

- presenting a financial report at regular and special meetings of the Circle,
- preparing an Annual Financial Report to the AAC membership at the AGM
- preparing financial reports for the NCRC and the REVP
- create and chair a Financial Committee to complete “budget preparation exercise”
- in liaison with the PSAC Representative assigned to the ACC, negotiate and contract food services when required by the Circle for meetings or events/activities

If the Secretary is unavailable to attend an ACC meeting, the Treasurer will assume the role of the Secretary at that meeting of the AAC.



9. Meetings

- September to June (inclusive) the Circle shall meet at least once each month.
- July and August the Circle will meet on an as-needed basis.
- The Annual General Meeting of the Circle shall be held in the last quarter of the calendar year.

The purpose of the AGM shall be:

- to table and discuss activity reports of the Circle;
- to review the year's achievements, challenges and activities;
- to review financial statements of the Circle's expenditures
- to select officers for the upcoming year;
- to outline the following year's activities and budget.

Special meetings of the Circle may be called by the Co-chairs or at the request of a significant number (25%) of the members of the Circle or by the NCRC or the REVP.

PSAC policies on harassment, child care and other policies that may be required are in force at all times during all Circle meetings and activities/events.

10. Finance

The Circle shall not exceed an unbudgeted expense of more than \$100.00 without a consensus of its members.

All receipts for expenses must be submitted to the Treasurer to be recorded in the Circle Budget prior to being sent to the REVP office for processing and payment.

11. Decision making

The Circle will honour the traditional values of Aboriginal Peoples by using consensus in its decision making process.

Each person has the opportunity to express their concerns and listen to the concerns of others in an effort to gain a clear understanding of the issue and interests of all present. Once this is achieved, a decision is made that is entirely supported or not. Decision-makers in a consensus circle may agree to support a decision, even if they do not necessarily agree with all aspects of the decision.

In the case of time-sensitive issues, Co-Chairs may not be afforded the luxury of time to achieve consensus and may opt to use a majority decision-making process, the percentage of which shall be determined by the type of decision being made, but shall minimally be fifty percent (50%) plus one (+1).



12. Elder

The Circle will respect Aboriginal customs and values by inviting a Territorial Elder when possible to guide and advice at meetings or gatherings of the membership.

The Elder will be asked to:

- offer guidance and wisdom, and
- offer traditional or ceremonial activities.