

**NCR COUNCIL EDUCATION COMMITTEE
TERMS OF REFERENCE**

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GLOSSARY

Here are the acronyms used in this document:

AEC – Alliance Executive Committee

DCL – Directly Chartered Local

NCR – National Capital Region

NCRC – PSAC NCR Council

PSAC – Public Service Alliance of Canada

REO – Regional Education Officer

REVP – Regional Executive Vice-President

RO – Regional Office

ROD – Record of Decisions

COMMITTEE 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 events and activities and community.
- Develop processes to maximize membership input and involvement in drafting the Triennial Education Plan for the NCRC.

COMMITTEE MEMBERSHIP ELIGIBILITY

- All PSAC-NCR members in good standing may become members of the Education Committee and may attend regular meetings. There are no limitations on the number of members from the same Local to attend as delegates.
- New participants are always welcome! Members interested in joining the Education Committee or who wish to attend a regular meeting of the committee are encouraged to send an email to the committee's Chairperson at: ncr-education-rcn@psac-afpc.com.
- No prior experience required. The only pre-requisite is an interest to participate and contribute to the development and implementation of the

committee's mandate, plans and activities. The role of committee members is detailed further in this document.

- PSAC retirees are welcome to attend and participate in committee meetings as observers. They may also contribute to committee projects and activities.

COMPOSITION OF THE 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 regional Triennial Education Program and other educational activities.

The First and Second Vice Chairpersons should have acquired facilitator training and/or relevant experience.

- The Committee will be composed of a minimum of five (5) members. The Committee will 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.

- PSAC retirees, observers and guests are welcome to participate at meetings. These individuals will have voice but no vote (in the event a vote is necessary).
- When members fail to attend three (3) 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, will be the delegate to the NCRC and its Executive and will 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 or PSAC retirees as required.

ELECTIONS

- Elections for the positions of Chairperson, and First Vice-Chairperson and Second Vice-Chairperson will be held annually in the spring (April, May or June) – unless otherwise approved by the REVP.
- Following the elections of a new Chairperson, the REO will 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 First or Second Vice-Chairperson, the Chairperson or the REO will provide a briefing on the functioning of the Education Committee as well as the role and duties of the Vice-Chairpersons.
- New Chairpersons, Vice-Chairpersons and individuals interested in holding a elected position are encouraged to consult the *Guide for the Executive members of the PSAC NCR Council*. This guide will provide practical information on the functioning of PSAC-NCR committees and on committee projects.
- When permitted by the by-laws or terms of reference of Area Councils, Regional Committees or other groups, the Education Committee will elect delegates and alternates to these Area Councils, Regional Committees and other groups.
- The elections of delegates from the Education Committee (and their alternates) to Area Councils, Regional Committees and other groups will 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, unless the date of the next elections mandated by these Terms of Reference occurs sooner. (For example, if the

election of the Chairperson is held in January, the mandate will only be until the next elections.)

FUNCTIONING OF THE COMMITTEE

- The Committee will meet on the third Tuesday of every month, or as otherwise agreed upon.
- The Committee will meet between five (5) and nine (9) times a year in person or, by using various accessible technologies.
- Unless otherwise agreed upon, the Committee will not hold a regular meeting during the months of December, July and August.
- Quorum at meetings will consist of a minimum of three (3) members. The Chairperson or any of the Vice-Chairpersons will count towards quorum.
- The Committee will seek to make decisions by consensus. When the consensus cannot be met, the Chairperson will hold a vote.
- The draft Record of Decisions (ROD) will be scribed by members of the committee or observers on a rotational basis and will be remitted to the Chairperson no later than two weeks following the meeting so as to facilitate the preparation of the next meeting.
- The ROD should document the meeting attendees, those who confirmed being unable to attend, reflect a short summary of the discussion for each agenda item and any final decisions of the committee. The ROD is also meant to identify follow-up actions and the names of members responsible for specific tasks.
- 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, unless otherwise approved by the REVP due to exceptional circumstances.
- The Committee's executive should collaborate as required outside of committee meetings.

- The REO (and education obliques) will attend all meetings (where possible) and will act as technical advisors to the Education Committee.

PROJECTS

- When members wish to undertake projects on behalf of the committee, the committee's decision must be documented in the ROD. Whenever possible, these projects should be presented in the form of a motion at a committee meeting. The Committee should also discuss and document what is expected of members undertaking these projects, including deliverables and deadlines.
- Committee members may consult the *Guide for the Executive members of the PSAC NCR Council* for help in planning committee projects.
- Committee members must request prior approval from the Committee to take union leave from their employer to work on such projects. This leave will be compensated in accordance with the member's collective agreement.
- The practice of compensating members for work performed outside of their normal working hours (or the equivalent) is not encouraged as this might be seen as profiting from the members' union dues.
- Any requests involving monetary expenses, including union leave, must be presented in the form of a motion and must be voted on at a meeting of the Committee. Any motion requesting compensation (other than union leave) must indicate the specific amount.
- Any individual or organisation receiving remuneration for services rendered must provide an invoice to the Chairperson in order to receive payment. Deliverables and deadline(s) must be documented in advance; for example, in an email from the contractor. The REVP's office will process such remuneration as contracted work.
- The Chairperson must forward a copy of the invoice and a copy of the approved motion as soon as possible to the REVP's office for payment. All approved expenses are processed by the REVP's office.

BUDGET

- The Committee's operating budget is different than that of the Education Program's budget. The operating budget of the committee is generally used for expenses related to committee meetings (for example, for meals and taxi cabs) or related to committee projects (for example, for covering union leave).
- The Chairperson may only spend up to the amount specified in the Regulation 4 of PSAC-NCR By-Laws without committee approval. Any greater amount must be approved by the membership of the committee.
- All committee members have a duty to exercise fiscal responsibility and good budget management. Should the cost of project exceed the Committee's budget, the Chairperson should seek advice from the REVP's office and/or the REO on next steps.
- The Chairperson may be expected to present a project proposal in order to obtain support and funding from the NCR Council or its Executive. Any member can draft the proposal on behalf of the Committee and/or contribute to it. Guidance on the elements of a good proposal can be found in the Guide for the Executive members of the PSAC NCR Council.
- All expenses related to the Committee's projects, meetings or regular operations will be charged to the Committee's operating budget, unless otherwise authorised by the REVP or the REO.
- The Committee's operating budget is managed by the Chairperson in collaboration with the Vice-Chairpersons. The Education Program's budget is managed by the REO; it is used for expenses related to union training for PSAC-NCR members.

DUTIES OF THE CHAIRPERSON AND VICE-CHAIRPERSONS

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 ROD is distributed to committee members and the REO
- Ensuring that reports to NCR Council are forwarded to the REVP's office
- Informing the REO of inquiries received from members and the committee

- Planning union education activities with the collaboration of committee members
- Leading the Education Committee in establishing the Triennial Education Program
- Overseeing the fiscal affairs of the Committee including the preparation of the budget

The First Vice-Chairperson will be responsible for:

- Presiding meetings in the absence or upon the request of the Chairperson
- Advising and supporting the Chairperson in carrying out their duties
- Working collaboratively with the Chairperson in the execution of these duties
- Assisting the Chairperson in overseeing the fiscal affairs of the Committee including the preparation of the budget
- Participating in the rotation to take notes during meetings
- Supporting the committee as a whole

The Second Vice-Chairperson will be responsible for:

- Presiding in the absence of the Chairperson and the First Vice-Chairperson
- Assisting, advising and supporting the Chairperson and Vice-Chairperson in carrying out their duties
- Participating in the rotation to take notes during meetings
- Supporting the committee as a whole

DUTIES OF DELEGATE(S) AND ALTERNATE(S) TO AREA COUNCILS, REGIONAL COMMITTEES AND OTHER GROUPS

This section applies to situations where the terms of reference or by-laws of Area Councils, Regional Committees or other groups allow for delegates from the Education Committee to attend their meetings.

The Delegate(s) from the Education Committee to Area Councils, Regional Committees or other groups will be responsible for:

- Attending meetings of the Area Councils, Regional Committees or other groups to which the person was elected as a delegate
- Reporting back on the activities of the Area Councils, Regional Committees or other groups to the Education Committee
- Promoting the Education Program and the activities of the Education Committee to these Area Councils, Regional Committees or other groups

The Alternate Delegate(s) from the Education Committee to Area Councils, Regional Committees or other groups will be responsible for:

- Replacing the delegate position when it becomes vacant
- Attending meetings of the Area Councils, Regional Committees or other groups as an observer when the Delegate is unable to attend (should observers be permitted to attend these meetings)

DUTIES OF COMMITTEE MEMBERS

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

Effective committee members will:

- Familiarize themselves with the Committee's Terms of Reference and the current PSAC-NCR Triennial Education Plan
- Bring forward for discussion the education needs of the membership 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
- Participate in the rotation to take notes during meetings
- Make recommendations on projects for the committee
- Participate in the research and in the completion of these projects
- Collaborate to ensure that goals are met and completed successfully
- Compromise and respect the opinion of others

Reviewed by the NCRC Executive on December 7, 2020

Adopted by the Education Committee on April 20, 2021

APPENDIX A – LIST OF TASKS TO EFFECTIVELY MANAGE THE COMMITTEE

Prior to every meeting:

1. Plan the agenda
2. Obtain the notes for the Record of Decisions
3. Review the Record of Decision and revise if needed
4. Send a meeting invitation by email (1-2 weeks prior to meeting)
5. Send an acknowledgement when members confirm their attendance
6. Send a meeting reminder by email (2-3 days prior to meeting)
7. Prepare documents for meetings
8. Send documents to committee members by email (at least one day prior to the meeting)
9. Order food for committee meetings (if applicable)

During meetings:

10. Facilitate meetings using rules of order
11. Solicit volunteer to take notes for the meeting
12. Ensure all members have an opportunity to speak on issues:
 - Encourage participation from “new” or “quiet” members
 - Temper more vocal members (for example, by thanking them for their input and encouraging others to provide feedback)

In between meetings:

13. Liaise with Regional Education Officer (REO) on agenda items, special projects and other matters related to the Education Committee and the Education Program
14. Respond to emails from committee members and other members
15. Inform the REO of inquiries received from members and the committee
16. Manage the committee's email distribution list and provide a copy to the REO and Vice-Chairperson(s) when updates are made
17. Follow-up with committee members that have not responded to emails in over three months to reconfirm their interest
18. Provide to the REVP's executive assistant the Record of Decision (ROD) of Committee meetings when motions are adopted that have a financial cost, as costs will be taken from the Committee's operating budget.

Duties specific to the Chairperson of the Education Committee:

19. Liaise with the REVP's office the Regional Coordinator and the Regional Education Officer (REO) on matters pertaining to the committee
20. Attend meetings of the NCRC Executive to bring education matters to the attention of the Committee (or delegate another member as a replacement)
21. Report back to the Education Committee on the discussions at meetings of the NCRC Executive
22. Attend NCR Council meetings to report on the activities of the Committee (or delegate another member as a replacement)
23. Report back to Committee members on upcoming activities or campaigns of the PSAC-NCR Council
24. Forward all invoices to the REVP's office (or ensure that they are submitted)

Duties with which all Committee members should assist:

25. Plan the 3-year budget of the operating expenses of the Committee in consultation with the Chairperson. (The Committee's operating budget is different then the Education Program's budget, which is managed by the REO.)
26. Adjust the 3-year budget to reflect the allotment provided by the Alliance Executive Committee (AEC)
27. Provide regular updates on the committee's finances
28. Propose ways to best utilize our budget obtain support from other Committee members
29. Coordinate special projects and facilitate meetings of working groups/sub-committees
30. Report back to committee members on special projects
31. Respond to questions received by email from PSAC-NCR members on the Education Program or the Education schedule
32. Write the reports required for Council meetings
33. Participate in the rotation to take notes during meetings
34. Solicit feedback from members for the purposes of steering the Education Program
35. Participate in information-gathering activities to assist in the development of the Triennial Education Plan of the NCR Council

APPENDIX B – USING THE COMMITTEE’S EMAIL INBOX

How to Access the Education Committee's Emails

1. From a computer, enter the following link into your internet browser:
<https://outlook.office.com/mail/inbox>
2. Enter the login: ncr-education-rcn@psac-afpc.com (the committee's email address)
3. Enter the password (Obtain the password from Chairperson or Vice-Chairpersons. If this is not possible, ask the REO to contact the PSAC’s IT department to reset the password.)
4. Follow the instructions on your screen

Two (2) to three (3) emails to send prior to every meeting:

1. Send a meeting invitation to all committee members from the Education Committee email address - 1 to 2 weeks prior to the meeting
2. Send a reminder to all committee members. Include in this email the names of those who confirmed or declined. (Sometimes members don't remember if they confirmed.) – 2 to 3 days prior to the meeting
3. Send documents that will be reviewed during the meeting (including the agenda and the record of decision from the previous meeting) - no later than 1 day prior to the meeting

NOTE: Email #2 and #3 can be combined into one email if preferable.

You will find proposed text for above email messages in the “Template” folder of the Committee's email inbox or at https://psacunionafpc-my.sharepoint.com/personal/ncr-education-rcn_psac-afpc_com/Documents/Email%20templates%20Education%20Committee.docx?web=1

Note about Apple's browser, Safari:

It is likely that the link to access the Committee's email account from your computer will not work with the Safari internet browser.

If this is the case, use a different browser such as Google Chrome, Mozilla Firefox or Microsoft Edge.

Outlook app for smartphones:

To check emails from your smartphone, you can download the Outlook app for **iOS or Android** here: <https://products.office.com/en-ca/outlook-mobile-for-android-and-ios>