**YOUNG WORKERS’ COMMITTEE**

**National Capital Region Council (NCRC)**

**Terms of References**

**Background**

The National Capital Regional Council of the PSAC organized a Young Workers’ Conference in May 2011 which achieved a remarkable success of 25 participants. Among these participants, three of the young workers were also elected on the Executive Council at the NCR Triennial Convention in June 2011. Due to the success the Young Workers’ Conference achieved, as well as the support young workers received at the convention, and finally given the interest young workers expressed to create their own Young Workers’ Committee, it is the objective to create a bilingual committee that will address issues that affect young workers as well as defend their interests. The PSAC’s anti-harassment policy will be in effect at all YWC activities. The policy may be read upon request.

**Objectives**

* Increase visibility of the PSAC and educate members about the labour movement as a whole;
* Seek and recruit young workers;
* Engage, mobilize and retain young workers
* Raise awareness on a series of issues that young workers face today.
* Target and be proactive at ending any discrimination based on age (e.g., lack of experience).

**Rationale**

In order to plan for the retirement of much of the PSAC’s baby boomers and the population as a whole, it is important to engage and mobilize young workers now in order for our voice to be heard on issues that will affect us tomorrow.

**Membership**

As defined by the PSAC, young workers who join this committee should be 35 or under, and be members in good standing of the PSAC. However, given the age of a young worker differs from different affiliates, federations and associations, the age limit of a specific activity may vary and members of the committee will have to respect age limits accordingly.

**Structure and Tenure of Executive Members**

The NCR Young Workers’ Committee will be comprised of an executive committee, which will consist of two Co-Chairs, a Secretary, a Treasurer, and a Communications Officer (see Appendix A for Roles and Responsibilities of Executive Members).

The tenure of all executive committee members is of two (2) years but an election is held every year. One Co-Chair, the Secretary and the Communications Officer will be elected on even years. The other Co-Chair and the Treasurer will be elected on odd years. This system was proposed in order to ensure proper knowledge transfer from one executive to the next.

Members can always stand for re-election.

If an election is needed, an election organizer will be appointed by the YWC Executive Committee and should be PSAC Staff. The election organizer will determine the process to be followed for executive committee member elections, based on generally accepted rules and procedures for nominations and voting.

The NCR Young Workers’ Committee will be comprised of an executive committee, which will consist of two Co-Chairs (with the gender balance), a Secretary, a Treasurer, and a Communications Officer (see Appendix A for Roles and Responsibilities of Executive Members).

Vacancies on the Executive may be filled by either an election at an AGM, or a Special meeting. If the unexpired position of the term is less than 12 months, the vacancy may be filled by a majority vote of the Executive.

When an Executive Member vacates a position before completing his or her term, an interim replacement shall be elected by the Executive Committee.

Only members in good standing can be elected as members of the Executive Committee.

**Meetings**

Regular meetings should occur every first Tuesday of the month unless required for special circumstances.

Meetings can be called by either Co-Chairs, monthly or as required. The required quorum for YWC meeting shall be held with a minimum of five (5) committee members and one of the Co-Chairs or an executive member standing in for the Co-Chairs.

**Annual general meetings**

The AGM shall be held no later than the last Friday of February of each year.

**Activities**

* Communicate with young PSAC members and encourage their engagement in PSAC activities that are of interest to them;
* Promote the labour movement as well as the PSAC to young workers;
* Plan youth-focused community activities in order to engage other young people in the community as well as educate them about the labour movement
* Develop and maintain partnerships with other labour organizations (universities, federations, associations, etc.), in order to raise awareness and to increase PSAC’s visibility.

**Expenditure and Decision-Making Process**

The committee will be allotted a yearly budget from the PSAC Regional Council. The Treasurer will be charged for updating the committee’s expenses and keep the committee updated on the status of the budget.

Any expenditure must be approved by a simple majority following a vote at a regular meeting, an executive meeting or an email motion.

Any other decision must be made by a vote at a regular meeting, an executive meeting or through an email motion.

An email motion consists of a motion presented by email to the attendees of the previous regular meeting. Regular motion procedures are followed.

**Monitoring and Evaluation**

An annual report will be presented to the NCRC in order to provide an update on the successes and progress of the YWC.

**Amendments to the Terms of Reference**

Amendments to the Terms of reference require the approval of the majority of persons present at a general meeting. Proposals to amend the Terms of reference must be submitted to the YWC Secretary in writing at least two (2) weeks before the general meeting at which they are to be considered.

APPENDIX A

**ROLES AND RESPONSIBILITY OF THE EXECUTIVE COMMITTEE**

The Young Workers’ Committee is governed by an executive committee, comprised of the following members:

***Co-Chairs***

* Report to the Committee’s Champion and PSAC Executives on behalf of YWC members.
* Coordinate general and executive meetings;
* Chair YWC general meetings and meetings of the Executive Committee;
* Act as primary contact person for the Committee;
* Act as external liaison for the Committee with other networks and groups;
* Ensure representation of the YWC within PSAC and externally;
* Both Co-Chairs may attend National Capital Region Council meetings, but only one will vote on behalf of the committee;
* Ensure respect for both official languages within the Committee.

***Secretary***

* Takes notes at general meetings and meetings of the Executive Committee.
* Prepares records of discussions for each meetings and disseminates to members and maintains a folder containing these records;
* Sends meeting notices to members of the YWC for both general and Executive Committee meetings at the Co-Chairs’ request;
* Prepares agendas for meetings in collaboration with one or both Co-Chairs, and sends the agendas to committee members;
* Provides assistance to the Communication Officer if and when required.

***Treasurer***

* Manages budget and expenditures on behalf of the committee;
* Reports to the committee and executive committee on the financial state of the committee;
* Prepares and co-ordinates funding requests and other administrative and budgetary documents.

***Communication Officer***

* Manages and maintains the committee email address and all social media;
* Develops communication strategy and marketing products as required;
* Calls on the Secretary for assistance if and when required.

***Other executive committee members***

* Participate in meetings of the Executive Committee.
* Co-Chair YWC committees or working groups.
* Bring to the executive committee any issues that may be brought to their attention by members.
* Coordinate Committee activities.
* Coordinate Committee communications.
* Provide support and assistance to other Executive Committee members in their functions.