

## **NCR COUNCIL EDUCATION COMMITTEE**

### ***TERMS OF REFERENCE***

#### **MANDATE**

- Promote an active Alliance Facilitator Network (AFN) in the NCR.
- Develop processes to maximize membership input and involvement in drafting the annual Regional Education Plan for the NCR.
- Develop creative strategies to deliver union education and training within locals, workplaces, the union and the community.
- Promote education and training within the NCR Council.
- 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 NCR Council or to the members of the NCR Council Executive.
- The Education Committee should meet once per month or otherwise as decided, to facilitate the work of the committee or as called by the REVP, or the Committee chair.
- The chair and the REO will be responsible for establishing the agenda, facilitating committee meetings and ensuring that the minutes and reports are forwarded to the REVP and distributed to the appropriate members/bodies. The Committee will seek to make decisions by consensus.

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

## **COMPOSITION OF COMMITTEE**

- The Committee shall be composed of a minimum of 5 member/directors who are active AFs in the region, and or have applied to become an AF of which 2 should be French speaking and 2 English speaking. At least one member should come from a separate employer local and one should come from an equity group.
- The participation of observers is welcome at meetings. Observers will have voice but no vote (in the event a vote is necessary).
- Quorum at meetings shall be a minimum of 3 members/directors.
- Members who fail to show for three consecutive meetings without notification or cause will be deemed to have left the committee
- Elections for the position of Chair and alternate chair shall be held annually in the spring.
- The Chair, or designated alternate, shall sit on the NCR Executive and Council and shall report to Council on the activities of the committee and the Education program.

## **Guidelines for Functioning of the Committee / Replacement of Committee Members**

- New or replacement members of the Committee shall be recruited/ elected through the AFN or members who have indicated an interest in taking the AFTP.

- In the absence of the REO, the Education or Oblique(s) shall act as advisors to the Committee.
- The Committee shall meet on the third Tuesday of every month, or otherwise as agreed to suit the work of the Committee.
- The minutes of the meetings are to be taken by the members on a rotational basis and shall be remitted to the REO within one week of the meeting so as to facilitate translation, action on decisions taken and preparation of the next meeting.
- Following elections the new education Committee shall receive a briefing on the role and duties expected of the Committee. The REO and the REVP shall be responsible for this function.
- Elections shall be held annually in the spring.
- Sub-committees may be struck which may comprise members of the AFN and those of the Education Committee to carry out specific work.

Revised – June 2014