

## **Public Service Alliance of Canada (PSAC)**

### **National Capital Regional Health and Safety Committee**

#### **Terms of Reference**

#### **1. Name**

This committee shall be known as the National Capital Region Health and Safety Committee, also referred to as the Regional Health and Safety Committee (RHSC).

#### **2. Mandate**

The overall mandate of the committee is to promote health and safety awareness and activism in the National Capital Region. More specifically, the committee's objectives are to:

- Promote health and safety training,
- Assess the health and safety needs of the locals,
- Finds ways to meet these needs,
- Encourage networking among locals on health and safety issues,
- Keep current on new health and safety issues and develop action plans to deal with them,
- Ensure that the National Capital Region Council is aware of any current health and safety issues.
- Actively engage and encourage participation in the health and safety training courses offered through the PSAC.
- To hold a Health and Safety Conference once every 3 years. The 3 year term to commence subsequent to the Health and Safety Conference scheduled for May 2016.

#### **3. Membership**

Membership in the Regional Health and Safety Committee (RHSC) is open to any and all members of the PSAC in the National Capital Region in good standing. However, those members who wish to be elected to the RHSC executive at any point must be a member of their local workplace health and safety committee. Existing RHSC members who don't currently hold a position on their local Health and Safety Committee will be grandfathered as of the date of the signing of the current RHSC Terms of Reference.

Members who are in good standing in attendance at meetings shall have a right to vote.

#### **4. Committee Executive**

The executive officers of the Regional Health and Safety Committee (RHSC) shall be as follows:

- Chair – elected (2-year term commencing in 2016)

- Vice-chair – elected (2-year term commencing in 2016)
  - Secretary/Treasurer – elected (2-year term commencing in 2015)
  - PSAC representative – designated through the Regional PSAC Offices (Ottawa and/or Gatineau)
- a. Members of the Executive shall be elected by members at the Annual General Meeting (AGM).
  - b. Only members in good standing and those that are currently on their local Health and Safety Committee can be elected to the Executive.
  - c. Members of the Executive may be elected for a term of 2 years, but may serve for more than one term. An executive who vacates a position before completing their term, an interim replacement shall be elected at the subsequent meeting of the committee.
  - d. The Chair shall have the responsibility of chairing the meetings and in his/her absence the vice-chair shall chair the meeting.
  - e. The Chair will attend and have voice and vote at the National Capital Region Executive Council meetings. The vice-chair shall replace the Chair at the meeting in the event the Chair is unable to attend.
  - f. The secretary shall take the minutes of all the meetings, and requested financial reports for meetings as required.
  - g. The secretary shall forward a reminder E-mail, through the PSAC, to all the members of upcoming meetings and events. The reminder E-mail for upcoming meetings shall be sent no later than one (1) week prior to the meeting and shall include the copy of the minutes from the previous meeting.
  - h. The Chair shall prepare the reports to the National Capital Region Council in time for the report to be tabled appropriately at meetings.

## **5. Committee Meetings**

- The committee will meet on the third (3rd) Wednesday of each month either at the Gatineau Regional Office at 200 Promenade du Portage, 2nd level, Room 310, or at the Ottawa Regional Office at 15 Holland Avenue at 5:30 pm.
- Members are expected to advise the Chair in advance if they will be unable to attend a meeting.
- Actions of the executive shall be reported at each committee meeting.

## **6. Annual General Meeting (AGM)**

- The Annual General Meeting (AGM) is to be held once a year.
- The Annual General Meeting notice will be posted at least thirty (30) days prior to the meeting.
- The AGM is to be held no later than the end of November of each year.
- The AGM shall be held to table activity of the executive members, to hold elections for the executive positions and to review the committee's financial statements.
- The committee shall elect members to the executive by secret ballot to the relevant positions. All members in attendance at the AGM who are in good standing, shall be entitled to vote.

- Election to an executive position shall be declared upon receipt of a simple majority of votes cast. Should multiple members be running for a position
- and no simple majority is obtained, the candidate with the fewest votes shall be removed and a subsequent round of voting shall be held.
- Elected executive members shall take their positions at the end of the meeting in which they are elected, and the Oath of Office shall be administered prior to the adjournment of the meeting.

## **7. Finance – resources**

- The RHSC is allocated an amount of money and the beginning of each fiscal period through the PSAC Regional Operating Budget.
- The executive in whole or in part shall not exceed any expense amount without the consent of the majority of the committee members either through a vote at a monthly meeting or via E-mail correspondence.
- All receipts for expenses must be kept and forwarded to the committee's Chair.

## **8. Networking**

There is to be continuous networking between all the local Health and Safety Committees of other components within the PSAC in the National Capital Region through encouragement and participation.

## **9. Modification to the “Terms of Reference”**

- Any revisions to the “Terms of Reference” shall be adopted following a vote at an AGM, where two thirds (2/3) of the members present have voted to approve the revisions.
- Thirty (30) days' notice shall be given from the date of the subsequent AGM, by the Chair, to all the RHSC members, informing them of possible forthcoming changes to the committee's “Terms of Reference”.
- The RHSC's current “Terms of Reference” go into effect on the date of the signing of this document.

Date: Revised 2016-11-30