

TERMS OF REFERENCE – OTTAWA REGIONAL WOMEN’S COMMITTEE

VISION

The Ottawa Regional Women’s Committee (ORWC) of the Public Service Alliance of Canada National Capital Region (PSAC-NCR) is a dynamic group of women who work to promote women’s personal and professional wellbeing. Its spheres of activity include; union and workplace issues, social and environmental issues, politics, and the economy. It is inclusive and values diversity within the union, and in public and private sectors. It does not operate in isolation from the rest of the union or of the women’s movement, but builds ties with groups both inside and outside the PSAC who share its goals.

MANDATE

- ♀ To provide a forum where women can discuss, develop, and implement activities that promote women’s wellbeing professionally and personally.
- ♀ To inform and educate women about the political, social, economic, and workplace issues that affect them.
- ♀ To speak with a strong, common voice and advocate policies that promote women’s rights.
- ♀ To mobilize women to participate in the union and take action on issues.
- ♀ To provide the tools for women to empower themselves with the knowledge, skills, and confidence they need to exercise effective leadership.
- ♀ To support women through a network that links them to one another, to the union, and to the community.
- ♀ To reach out to marginalized women and work with them to advance equality and make the PSAC an inclusive organization.
- ♀ To create opportunities to cooperate on strategies, share information, provide mutual support, and pool resources with network partners.

MEMBERSHIP

Membership in the ORWC is open to any PSAC member who meets the following criteria:

- ♀ Is a member in good standing;
- ♀ Self-identifies as a woman, and;
- ♀ Belongs to a Component and/or Local in the NCR.

EXECUTIVE COMMITTEE

The Executive Committee shall be elected by the membership during the Annual General Meeting in November. The Executive Committee includes the following term of office of one year:

- ♀ Chair;
- ♀ Alternate Chair,
- ♀ Secretary, and
- ♀ Treasurer.

The Executive Committee responsibilities shall include (but not be limited to):

Chair:

- ♀ Communicates with members and the regional office through the designated PSAC-NCR representative;
- ♀ Coordinates and facilitates any meetings held during her term;
- ♀ Prepares quarterly reports for the PSAC-NCR council, and;
- ♀ Represents the ORWC to members, union, and community organizations between meetings.

Alternate Chair:

- ♀ Takes on the responsibilities of the Chair in her absence.

Secretary:

- ♀ Prepares meeting agendas, and;
- ♀ Takes notes at meetings and prepares minutes for distribution, ideally 1 week prior to the following meeting.

Treasurer

- ♀ Is a signing officer of the ORWC chequing account,
- ♀ Is responsible for monitoring the ORWC chequing account, and;
- ♀ Provides financial updates to the ORWC at each meeting.

MEETINGS

Decision making in the ORWC is done following the consensus decision-making model.

Meetings of the ORWC shall normally be held the fourth Thursday of each month, at the Ottawa Regional Office. A light snack will be available at 5:00 and meetings will begin at 5:30.

Observers or guests may attend meetings of the ORWC by special invitation only. They may have voice but no vote, which means they may participate in discussions but may not participate in the decision-making.

CONFERENCES

For business meetings, including executive council, regional council, and regional convention, the Chair shall represent the ORWC. For other conferences and events, the ORWC shall select a representative to attend on its behalf. The cost for the ORWC representatives at these events shall be covered by the PSAC.

RESOURCES

Finance

- ♀ The ORWC receives funding for operational purposes.
- ♀ The PSAC-NCR shall provide the ORWC with regular financial statements that show the expenditures to date for each budget line item and the balance of funds available.
- ♀ The ORWC shall be responsible for verifying the annual financial reports.

Network

- ♀ Canadian Labour Congress (CLC)
- ♀ Ontario Federation of Labour (OFL)
- ♀ Ottawa and District Labour Council (ODLC)
- ♀ Women's Events Network (WEN)
- ♀ Childcare Coalition of Ontario
- ♀ City for All Women's Initiative (CAWI)
- ♀ Former members and activists