

PROVINCIAL WOMEN'S COMMITTEE (PWC)

TERMS OF REFERENCE

ARTICLE 1 - NAME

- 1.1 The Committee shall be known as the Provincial Women's Committee (PWC) of the Ontario Public Service Employees Union (OPSEU).

ARTICLE 2 - AIMS & PURPOSE:

- 2.1 The function of the Committee shall be:
- a. to assist in establishing regional women's committees/caucuses;
 - b. to develop and promote programs or events to encourage women workers to participate in union activities; and
 - c. to increase awareness and understanding of issues affecting women and related equity groups throughout the membership.
 - d. to support education and advocacy on issues relevant to women within the union, in the workplace and the broader community.

ARTICLE 3 - MEMBERSHIP:

- 3.1 The Committee shall consist of seven (7) members representing the seven (7) regions of the Union and shall be elected at Regional meetings held every two (2) years.
- 3.2 Members who self-identify as women may be eligible to become members of the Committee.
- 3.3 It is recommended that one (1) OPSEU Executive Board Member be assigned to each Committee as a liaison to the Board; and that one Officer from the Equity Unit shall be assigned to the PWC for support. The Executive Board liaison and Equity Unit Officer may attend Committee meetings with voice but no vote. It is understood that no other members or staff shall attend Committee meetings except by invitation.
- 3.4 Alternates shall not attend meetings however they can be involved in activities of the PWC as requested by their regional representative. However in the event the elected member resigns, the alternate will assume the position of the regional representative.

ARTICLE 4 - OFFICERS:

- 4.1 Officers shall be elected in accordance with OPSEU's constitution. Such elections shall be:
- conducted by an Officer of the Equity Unit
 - conducted by secret ballot
 - open to all members with reasonable notice of the election
 - recorded in meeting minutes that are forwarded to the Equity Unit.
- 4.2 A Chair and Vice-Chair shall be elected from members of the committee;
- 4.3 The Committee shall elect a member to be their representative in other affiliated unions or Committees as follows:
- OFL Women's Committee
 - Ontario Coalition of Better Child Care;
 - Social Justice Fund
 - NUPGE; and
 - other committees that may be deemed necessary.

This does not remove the ultimate right of the President's Office to appoint a member of the PWC to the above-mentioned Committees.

- 4.4 The Chair shall:
- set up and coordinate meetings throughout the year;
 - ensure participation, follow-up and communication of all members between meetings;
 - develop the agenda for all committee meetings and send them out in advance;
 - preside as Chairperson at all committee meetings;
 - act as the official spokesperson for the committee within the union, examples include:
 - attending **Equity** Chairs Meetings
 - participating in planning the annual Joint Leadership Meeting in September
 - participate in planning the "Gathering" in January
 - perform other duties as may be deemed necessary by the Committee.
- 4.5 The Vice-Chair shall:
- In the absence of the Chair, the Vice-Chair assumes the responsibilities of the office of the chair.
 - In addition the Vice-Chair shall perform other duties as may be deemed necessary from time to time.
- 4.6 The Secretary shall:
- Be appointed at each meeting on a rotational basis

- Be responsible for recording the details of the meeting electronically, including all financial decisions made and specific action items for follow up
- Send the minutes to the Committee for approval. Once approved, the secretary shall forward the minutes, via email, to the Equity Unit Secretary and the assigned Officer no later than 15 days after the meeting

4.7 The Treasurer shall:

- Monitor the expenses of the Committee by tallying estimated expenses at every meeting;
- Reconcile their records with the quarterly reports provided by OPSEU;
- Follow up on any discrepancies with the assistance of assigned staff, the Accounting Department and anyone else deemed necessary.

ARTICLE 5 - FINANCE:

- 5.1 The activities of the Committee shall be funded centrally by the Union, as approved in the budget by the Annual Convention.
- 5.2 A quarterly budget report of actual expenses compared to the approved budget shall be provided to the Chair of the Committee by the assigned Officer of the Equity Unit.
- 5.3 To support the Committee budget submission, an annual report shall be provided to the Executive Board by the Chair of the Committee.
- 5.4 It is understood that central expenses and payments will only be processed by OPSEU when they are:
- supported by the majority of the Committee;
 - recorded in minutes that have been forwarded to the assigned Officer;
 - in accordance with the general policies of OPSEU (also applies to regional funds.)

ARTICLE 6 - MEETINGS:

- 6.1 The Committee shall meet a minimum of four (4) times a year. At least two (2) meetings will be conducted via teleconference or video-conference.
- 6.2 Where a scheduled meeting of the committee is not required or is impractical the members may be polled by email or telephone. Confirmation of decisions made in this manner shall be confirmed at the next meeting.
- 6.3 Quorums for meetings of the Committee shall be a simple majority (50% + one) of the standing Committee members.
- 6.4 Where a scheduled meeting of the committee is not required or is impractical the members may be polled by email or telephone. Confirmation of decisions made in this manner shall be confirmed at the next meeting.

- 6.5 For the purposes of conducting business of the Committee, participation at a meeting shall not be limited to in-person but may include participation via teleconference and video conference.
- 6.6 The order of business at meetings will be consistent with OPSEU's constitution. Meeting agendas and minutes will be kept.

ARTICLE 7 - APPROVAL AND AMENDMENT OF TERMS OF REFERENCE

- 7.1 The terms of reference shall be approved by a two-thirds (2/3) majority vote at a meeting of the Committee.
- 7.2 Any subsequent amendments to the Terms of Reference shall be approved by a two-thirds (2/3) majority vote at a meeting of the Committee.