

TERMS OF REFERENCE – Provincial Human Rights Committee (PHRC)

ARTICLE 1- NAME

- 1.1 The Committee shall be known as the Provincial Human Rights Committee of the Ontario Public Service Employees Union (OPSEU).

ARTICLE 2 - AIMS AND PURPOSE

- 2.1 The Purpose of the Committee shall be:
- a. to identify needs within the membership around Human Rights issues and then develop avenues to address those needs;
 - b. to liaise with Executive Board Members and provide recommendations around policies and procedures that will ensure equity and inclusiveness for individuals in the workplace and union;
 - c. to liaise with the Executive Board Members and provide recommendations around human rights issues as impacted by current public policy trends, organizing and bargaining changes and issues;
 - d. to liaise with the Executive Board Members and provide recommendations around human rights issues as impacted by current arbitration and legislative changes;
 - e. to develop resources that are crucial to providing an increased awareness of human rights issues, events, speakers, etc;
 - f. to make available workshops, presentations, educations, forums for discussion, information as requested by provincial, regional and local members;
 - g. to support other Provincial Committees and caucuses based on human rights issues and perspectives but within their focus;
 - h. to raise consciousness and sensitivity around current issues affecting our members from a human rights perspective through available media (i.e. In Solidarity, e-mail, educationals, etc.).
- 2.2 The Duties of the Members shall be:
- a. to seek resources, materials and information regarding Human Rights issues with an emphasis on education;
 - b. to present workshops, presentations etc. as requested by members;

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- c. to research and write articles around Human Rights issues as relating to current trends in arbitration and legislative changes;
- d. to attend, where possible, conferences of OPSEU where a human rights committee presence is appropriate, required or desirable;
- e. to understand and have a commitment to advancing OPSEU policies;
- f. understanding, knowledge and commitment to Human Rights;
- g. assist members to understand the impact of their individual behaviours on global socio-economic and political issues relating to Human Rights issues; and
- h. to participate in the discussions on resolutions with other committees and caucuses.

ARTICLE 3 - MEMBERSHIP

- 3.1 There are seven (7) members of the Committee as elected at Regional Meetings every second year. A board liaison and an OPSEU staff member may offer support to the Committee.
- 3.2 One (1) OPSEU Executive Board Member and one (1) Officer from the Equity Unit may offer support to the Committee. The Executive Board liaison and Equity Unit Officer may attend Committee meetings with voice but no vote. It is understood that participation of all others is by invitation only.
- 3.3 Alternates shall not attend meetings. However in the event the elected member resigns, the alternate will assume the position of the regional representative.

ARTICLE 4 – ELECTED POSITIONS OF THE COMMITTEE

- 4.1 Elected positions are defined as: Chair, Vice-Chair, Secretary and Treasurer and shall be elected in accordance with OPSEU's Constitution. Such elections shall be conducted by an Officer of the Equity Unit and recorded in meeting minutes that are forwarded to the Equity Unit.
- 4.2 The Committee shall elect a member to be their representative in other affiliated unions or Committees as follows:

This does not remove the ultimate right of the President's Office to appoint someone of their choosing to the following committees:

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- NUPGE,
- Solidarity Funds Committee (Social Justice and Live and Let Live), and
- other committees that may be deemed necessary.

4.3 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, the Order of Business will be consistent with the OPSEU Constitution, and will be sent to members in advance;
- preside as Chairperson at all committee meetings;
- act as the official spokesperson for the committee within the union, examples include:
 - attending the Equity All Chairs Meetings;
 - participating in planning the annual Joint Leadership Day to be held in the Fall; and
- perform other duties as may be deemed necessary by the committee.

4.4 The Vice-Chair shall:

- in the absence of the Chair, assume the responsibilities of the office of the Chair;
- perform other duties as may be deemed necessary from time to time.

4.5 The Secretary shall:

- 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 fifteen (15) days after the meeting.

4.6 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 through the Union,

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as approved by the budget by the Annual Convention.

- 5.2 A quarterly budget 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.

ARTICLE 6 - MEETINGS

- 6.1 The Committee shall meet a minimum of four (4) times a year and with two (2) being via video/tele conference.
- 6.2 Quorum for meetings of the Committee shall be a simple majority (four of seven) of the Committee members.
- 6.3 Where a meeting of the Committee is deemed by the Chair to be impractical or unnecessary, the members may be polled by e-mail or telephone. Confirmation of any decisions made in this manner shall be done at the next meeting.

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 shall be approved by a two-thirds (2/3) majority vote at a meeting of the Committee.