

PROVINCIAL YOUNG WORKERS COMMITTEE (PYC)

TERMS OF REFERENCE

ARTICLE 1 - NAME

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

ARTICLE 2 - AIMS & PURPOSE

- 2.1 The dual primary functions of this committee shall be:

1. To assist in welcoming, mentoring and educating young workers by providing guidance, support, and an understanding of OPSEU's function and structure. This shall be accomplished by:
 - a. developing and promoting programs or events to encourage young workers to participate in union activities;
 - b. increasing awareness and understanding of issues affecting young workers and related equity issues throughout the membership;
 - c. participating in activities pertaining to and/or being attended by young workers.

2. To develop the elected members of the committee through education, experiences, and mentoring for the purposes of creating a growing core of young, motivated, and capable members who can represent OPSEU in future roles at the Staff, Local, Regional, and Provincial levels. This shall be accomplished through:
 - a. occasional attendance at board meetings;
 - b. access to focused educationals run by OPSEU or its affiliates;
 - c. mentorship activities with Executive Board Members at the Regional level; and
 - d. other opportunities that the Board deems relevant.

3. To advocate issues on behalf of young workers within the union, the workplace and the broader community/society through continued social outreach and activism.

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 Those who self-identify as young workers under the age of thirty-five (35) and are in good standing shall be eligible to act as representatives.
- 3.3 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.
- 3.4 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 of the committee shall be elected in accordance with OPSEU's constitution. Such elections shall be:
 - conducted by secret ballot;
 - announced in advance;
 - conducted by an Officer of the Equity Unit;
 - recorded in meeting minutes that are forwarded to the Equity Unit.
- 4.2 A Chair, Vice-Chair, Secretary and Treasurer 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:
 - a. OPSEU's Social Justice Funds;
 - b. NUPGE; and
 - c. other committees that may be deemed necessary.

This does not remove the ultimate right of the President's Office to appoint someone of their choosing to the above-mentioned Committees.

- 4.4 The Chair shall:
 - a. set up and coordinate meetings throughout the year;

- b. ensure participation, follow-up and communication of all members between meetings;
- c. develop the agenda for all committee meetings. The Order of Business will be consistent with the OPSEU Constitution, and the agenda will be sent to the members in advance;
- d. preside as Chairperson at all committee meetings;
- e. act as the official spokesperson for the committee within the union, examples include:
 - i. attending All Chairs Meetings
 - ii. participating in planning the annual Joint Leadership Meeting in September
 - iii. participate in planning the “Gathering”
- f. perform other duties as may be deemed necessary by the committee.

4.5 The Vice-Chair shall:

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

4.6 The Secretary shall:

- a. be responsible for recording the details of the meeting electronically, including all financial decisions made and specific action items for follow up;
- b. 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.

4.7 The Treasurer shall:

- a. monitor the expenses of the Committee by tallying estimated expenses at every meeting;
- b. reconcile their records with the quarterly reports provided by OPSEU;

- c. 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 expenses and payments will only be processed by OPSEU when they are:
 - a. supported by the majority of the Committee;
 - b. recorded in minutes that have been forwarded to the assigned Officer;
 - c. in accordance with the general policies of OPSEU

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