

# **BC Regional Union Safety and Health Committee**

## **Terms of Reference**

As adopted by an Annual General Meeting of the BC Regional Union Safety and Health Committee meeting in Vancouver, on April 3, 2019.

### **Section 1 Name and Area of Jurisdiction**

The name of this Committee shall be the British Columbia Regional Union Safety and Health Committee, hereafter referred to as the BRUSH Committee.

The area of jurisdiction of the BRUSH Committee shall be the PSAC British Columbia Region.

### **Section 2 Union Support**

The BRUSH Committee is established in accordance with Section 15 of the Constitution of the Public Service Alliance of Canada and is supported by the By-Laws of the PSAC British Columbia Regional Council.

### **Section 3 Membership**

Membership in the BRUSH Committee is open to all PSAC members in the British Columbia Region.

The committee will be chaired by the Health & Safety Coordinator of the PSAC BC Regional Council. The Regional Executive Vice President of British Columbia shall be considered an Ex-Officio member of the Committee. The Alternate BC Regional Health & Safety Coordinator will be a standing member of the committee. The staff representative assigned to work with the Committee shall be the PSAC Regional Representative – Health & Safety – and have voice but no vote.

## **Section 4 Purpose and Role**

The purpose of the BRUSH Committee is to;

- create a safer and healthier workplace through the collective action of union health and safety activists;
- support the development and delivery of BC Regional Health and Safety Conferences;
- ensure follow-up on National and Regional health and safety priorities as identified at their respective conferences;
- develop ways to involve PSAC members in health and safety issues;
- provide on-going communications of health and safety issues for BC PSAC members through the network and our regional health and safety web page;
- promote the training of health and safety activists so that they remain effective in all aspects of their activities in the Union and the workplace;
- promote commemorative dates that pertain to health and safety such as the April 28 National Day of Mourning;
- provide information to the BC Regional Council and the Regional Executive Vice President on all regional matters relating to health and safety issues, campaigns, conferences, committees, and education;
- create a vibrant and effective BRUSH committee by increasing the participation of health and safety activist in meetings and events.

## **SECTION 5 Meetings**

### 5.1 Meetings

The BRUSH Committee shall hold at least four (4) meetings a year. One such meeting shall be the Annual General Meeting. Notice of the AGM shall be provided no less than twenty-eight (28) days in advance of the meeting.

### 5.2 Quorum

The quorum of the BRUSH Committee shall consist of a minimum of three (3) members in good standing – exclusive of the chairperson or their alternate - as

long as the participants represent three (3) different Components and / or Directly Chartered Locals.

### 5.3 Special Meetings

Special meetings of the BRUSH Committee shall be held at the call of the Regional Health & Safety Coordinator, or the PSAC Regional Executive Vice President for BC, or on request in writing by three members from separate Components and/or Directly Chartered Locals to the Regional Health & Safety Coordinator or the PSAC Regional Executive Vice President for BC.

All requests for special meetings must include the topic the meeting is intended to address. No other topic(s) may be raised at the special meeting.

Committee members will be notified of a special meeting no later than 10 days in advance.

## **SECTION 6 Officers**

### 6.1 Officers

The officers of the BRUSH Committee shall consist of the BC Regional Health & Safety Coordinator, the Alternate BC Regional Health & Safety Coordinator, a Treasurer and a Secretary.

### 6.2 Elections

The BC Regional Health & Safety Coordinator and Alternate BC Regional Health & Safety Coordinator are elected by delegates at the PSAC Regional Triennial Convention and shall take on the duties outlined in these Terms of Reference immediately upon their election.

Elections for the Secretary and Treasurer shall be conducted at an Annual General Meeting of the BRUSH Committee. Elections shall be administered in accordance with BC Regional Regulation 6 (Procedure for Election of Regional Coordinators). The PSAC Oath of Office shall be administered after the election and the Secretary and Treasurer shall take office immediately.

### 6.3 Terms of Office

The terms of office for the Regional Coordinator and their Alternate are outlined in the By-Laws of the PSAC British Columbia Regional Council.

After the 2019 AGM, the term of office for the Treasurer shall be one year (another election required in 2020) and the term of office for the Secretary shall be two years (another election required in 2021).

After 2019, all future terms of office for the Secretary and Treasurer shall be two years from the date on which they are elected so that the Treasurer election occurs on even numbered years and the Secretary election occurs on odd numbered years.

### 6.4 Vacancies

Vacancies in the Regional Coordinator / Alternate position will be addressed as outlined in the By-Laws of the PSAC British Columbia Regional Council.

On vacating their respective positions, all officers of the Committee shall return all funds, documents or other properties of the Committee.

A Secretary or Treasurer position shall be deemed vacant if the elected member in that position fails to attend three consecutive meetings of the Committee without notification and a valid reason.

### 6.5 Duties of Officers

#### 6.5.1 BC Regional Health & Safety Coordinator

The BC Regional Health & Safety Coordinator shall;

- a. preside at meetings of the BRUSH and its Executive Committee;
- b. uphold the PSAC Constitution and Regulations and the BRUSH Terms of Reference;
- c. oversee the work of the Alternate Coordinator, the Treasurer and Committee members;
- d. be a member ex-officio of all BRUSH sub-committees;

- e. report to the Committee members and the BC Regional Council of her/his activities and perform other duties pertaining to that office;
- f. be responsible for the efficient and proper conduct of the affairs of the Committee;
- g. vote at a BRUSH Committee meeting only in the case of a tie vote on any matter;
- h. with the assistance of the BC Regional Executive Vice President and the Alternate Chairperson, bring to the attention of the appropriate segments of the PSAC and the policies and views adopted at Committee Meetings;
- i. be one of the designated financial signing officers of BRUSH.

#### 6.5.2 Alternate BC Regional Health & Safety Coordinator

The Alternate BC Regional Health & Safety Coordinator shall;

- a. assist the Coordinator in carrying out their duties outlined in these Terms of Reference as assigned;
- b. in the absence of the Coordinator, assume the Coordinator's duties under these Terms of Reference;
- c. be one of the designated financial signing officers of the BRUSH Committee.

#### 6.5.3 Treasurer

The Treasurer shall;

- a. receive all monies and ensure that they are properly recorded and deposited in a registered Credit Union or authorized financial institution, or as directed by the BC Regional Executive Vice President;
- b. be one of the designated financial signing officers of BRUSH;
- c. ensure financial records are maintained, audited/reviewed and submitted in compliance with the PSAC Constitution, the BC Regional Bylaws, and the applicable financial reporting procedures;
- d. at the four (4) regular meetings of the Committee each year, present a written statement to the Chairperson, the BC Regional Executive Vice President and the members of the Committee detailing the receipts and disbursements for the previous period;
- e. expend funds only as directed by the BRUSH Committee;

- f. co-operate fully with auditors and provide such explanations and records as they require.

#### 6.5.4 Secretary

The Secretary shall;

- a. keep accurate records of all meetings;
- b. forward to the Regional Executive Vice-President for British Columbia, minutes of all meetings not later than 30 days following the date each meeting is held;
- c. receive all correspondence and referring it to the appropriate Officer or meeting(s) for action;
- d. prepare all correspondence as directed;
- e. have available and ready at regular meetings copies of all correspondence of interest received or dispatched since the previous meeting for review by the members;
- f. be one of the designated financial signing officers of BRUSH.

#### **Section 7 Communication**

The Committee shall provide minutes to the REVP no later than thirty days following the date on which each meeting is held.

The Committee shall not enter into a contract or commitment in the name of the PSAC without first obtaining written consent from the REVP.

#### **Section 8 Finances**

Committee finances shall be administered in accordance with the PSAC BC Region Area Councils and Regional Committees Funding and Reporting Procedures as updated from time to time.

The fiscal year for the Committee shall be 1<sup>st</sup> of January to the 31<sup>st</sup> of December. The annual budget and financial statements will be presented at the AGM. A supplementary budget may be submitted by the executive committee should it be necessary during the year.

The expenditure of Committee funds shall be vested in the Committee.

Funds of the Committee shall be held in a Credit Union or a unionized financial institution, or as directed by the Committee, in the name of the BC Regional Union Safety and Health Committee.

The Coordinator, Alternate Coordinator, and the Treasurer shall be signing authorities for the Committee. In addition, a maximum of two members at large may also be selected by the Committee as signing authorities. The signatures of two signing officers shall be required for all cheques and withdrawals, one of which must be the Treasurer.

An audit of all accounts shall be made annually and presented to the REVP. The report of the auditors shall be presented in writing at the AGM of the Committee.

### **Section 9 Terms of Reference**

The Committee shall be governed by these Terms of Reference. All amendments to the Terms of Reference shall conform to the provisions and principles of the PSAC Constitution and the PSAC BC Regional By-Laws.

The Terms of Reference may be amended through a two-thirds majority of those accredited voting delegates and officers in attendance at an AGM or at a special meeting as called under Section 5.3.