

# **PSAC BC Mainland Human Rights Committee**

Terms of Reference

Adopted March 15, 2016

## **1. Policy Statement**

- a. The PSAC BC Mainland Human Rights Committee supports equal opportunity for all members regardless of sex, sexual orientation, gender identity, gender expression, age, mental or physical disability, race, colour, ethnic/national origin, religious belief, political belief, marital status, family status, or conviction for which a pardon has been granted. Herein after referred to as “Mainland Human Rights Committee,” “the Committee,” “Committee,” or “MHRC.”
- b. The Committee welcomes members who self-identify with any of the following four represented equity groups: Aboriginal Peoples, Access, Pride, and Racially Visible.
- c. Harassment and Respect:
  - The Committee will maintain a safe, friendly and non-judgemental environment during all meetings, events, gatherings, and other engagements.
  - To value the contributions of all members and recognize that everyone’s level of contribution is unique and accepted.
  - The PSAC Statement on Harassment, as per the PSAC Constitution, is in effect at all Committee meetings, events, gatherings, and other engagements.

## **2. Mandate**

The mandate of the Committee is to:

- Actively promote and encourage members from the four represented equity groups to participate in the Union and society as a whole and to fight for the ability to do so where required.
- To educate and engage in action around the issues affecting the four represented equity groups.

## **3. The Committee executive shall consist of:**

- One Chair and one Vice-Chair or two Co-Chairs;
- A Treasurer
- A Secretary

## **4. The Jurisdiction of the Committee**

Shall be made up of members within the Lower Mainland, who self-identify within one or more of the following four equity groups:

- Aboriginal Peoples
- Access
- Pride
- Racially Visible

The Committee may welcome allies, as guests, from outside of the four equity groups or the Lower Mainland. These guests shall not have voting rights but may participate in discussions and the actions of the committee where appropriate.

## 5. Duties of the Executive

### Chair positions (Chair & Vice Chair or Co-Chairs)

- Responsible for conducting and leading meetings in accordance with the PSAC Constitution.
- Responsible for preparing the agenda and forwarding it to the staff representative within one week of the next meeting date for distribution to the committee.
- Review minutes of the meeting for accuracy before they are distributed to the Committee.
- To always ensure transparency and fairness at every meeting.
- Receive funding requests and review prior to disseminating the request to the committee for a vote. All funding requests are subject to financial availability and must meet the Committee's mandate and be within the Committee's jurisdiction.
- To work with the PSAC staff rep to ensure that all information pertaining to the Committee's mandate and jurisdiction is disseminated to all Committee members.
- Organize dinner for each meeting.

### Treasurer

- Ensure that the financial statements are prepared and distributed to all Committee members
- Prepare year-end financial statements and reports to be forwarded to the REVP's office as per the PSAC guidelines
- Ensure that the cheque book and financial statements are available at all meetings
- Ensure that cheques are issued in a timely manner after the committee meetings
- Ensure that the records are continuously updated and accurate
- Ensure the monthly financial statements are sent to the REVP's office

### Secretary

- To capture factually all discussion, decisions and other matters raised during the meetings.

- To record all general proceedings of each meeting.
- Ensure that the minutes are prepared and forwarded to the Committee executive within two weeks of the meeting date.
- Forward Committee executive approved draft minutes to the REVP's assistant within 30 days of the meeting date.
- Ensure that motions which involve a monetary item are clearly brought to the Treasurer's attention for action.
- Ensure that action items are clearly brought to the attention of the parties involved.
- Ensure that the records of meetings are maintained and are easily accessible.

## 6. Meetings

- Acknowledge the traditional territories of the Coast Salish Peoples at each meeting.
- The Committee shall hold a minimum of four meetings per year.
- Any reports that are unsolicited by the committee will be limited to no more than two minutes.
- Members may verbally summarize their solicited written reports at the meetings, the duration of which will be limited to no more than 5 minutes.
- Reports are to be submitted in writing at least two weeks prior to the meeting at which they are to be presented.
- When possible, the meetings shall be held in person.
- The executive holds the right to cancel and reschedule the meeting with as much notice as possible in the event that all executive members are unavailable. A notice will be sent out via email from the PSAC staff representative.
- Notice of meetings will be posted on the PSAC BC website and emailed out to the Committee two weeks before the meeting date.
- Notice of the AGM will be posted on the website and emailed to those within the jurisdiction of the Committee at least 30 days prior to the meeting date.

## 7. Funding Requests

- The funding request form must be completed and submitted to the Committee executive before a cheque can be issued.
- If more than one request of a similar nature is received, the Committee shall consider dividing the amount equally amongst the requestors.
- Every effort shall be made to ensure funding requests are received three weeks prior to the event.
- All requests must be approved with transparency and fairness by the Committee.
- The following shall be considered when the Committee votes on a funding request:
  - Amount of funding being requested and breakdown of all costs.
  - Determine if the requestor has made funding requests from other sources and consider such in regard to the application.

- If the funds will support work or activities within the mandate of the Committee.
- A written report back to the Committee is required for each approved funding request within 30 days of the event or action. Failure to do so may affect may result in future requests being denied.