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## **TERMS OF REFERENCE**

### **PURPOSE OF THE COMMITTEE**

The Libraries Committee will make recommendations to the CUPE BC Executive Board to build membership capacity and participation to ensure library workers' concerns are raised at all levels of the union. The committee will provide a focus for CUPE library workers in BC and promote the participation of library workers in all CUPE functions.

### **STRUCTURE OF COMMITTEE**

- Chairperson to be appointed by the CUPE BC President.
- Co-Chairperson to be elected by the committee.
- Recording Secretary to be elected by the committee. Members are appointed by the Executive Board and should include representation from other sectors which employ library workers.
- A CUPE National staff representative will be assigned to support the committee by attending meetings, providing advice and guidance to the committee, and liaising with other CUPE National staff and departments.

### **TERM**

The term of service on the committee is two years or as otherwise determined by the Executive Board

### **RESPONSIBILITIES**

- The committee shall take direction from, and be responsible to, the CUPE BC Executive Board. Between meetings of the Executive Board tasks may be assigned to the committee by the Administrative Committee or by the President.
- The committee Chairperson shall report on a regular basis to CUPE BC Executive Board.
- Submit signed copies of minutes of all meetings to the CUPE BC office as soon as possible following meeting adjournment.
- Make recommendations to the Executive Board to deal with resolutions passed at the CUPE BC Convention concerning issues affecting library workers.
- The organization of CUPE library workers at CUPE functions.
- To compile information relevant to library workers and, through the Secretary-Treasurer, distribute to members.
- To promote the organizing of non-union library workers into CUPE.
- To support pay equity for all library workers in BC.
- Work in conjunction with other committees where activities may overlap.
- A report of the committee's activities for the preceding year shall be submitted to the Secretary-Treasurer of CUPE BC upon request.

## **COMMITTEE GOALS AND OBJECTIVES**

Specific goals and objectives for the Committee to work towards during the term are to be determined at the One Big Committee Meeting (OBCM) and outlined in the committee action plan. OBCM will normally be held in the fall following the appointment of the committee. Goals and objectives must be consistent with the purpose of the committee, the CUPE BC Constitution, and any resolution(s) passed by the CUPE BC Convention. They must be approved by the Executive Board prior to implementation.