



## **CREDENTIALS CONVENTION COMMITTEE TERMS OF REFERENCE**

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### **PURPOSE OF THE COMMITTEE**

The Credentials Committee will:

- Assemble all kits and ensure they are ready for distribution on opening day of convention.
- Register voting delegates, alternates, and guests to convention.
- Provide delegate credential counts at the opening of convention and each morning of convention.
- Assist with post-adjournment clean-up on the final day of convention.

### **STRUCTURE OF THE COMMITTEE**

- Chairperson and members are appointed by the CUPE BC Division Officers from nominations received from affiliated bodies.
- An Executive Board liaison is appointed by the CUPE BC Division Officers.
- Staff advisors are appointed by the CUPE BC Regional Officers.
- A lead administrative assistant from CUPE BC will be assigned to support the chair and the committee.

### **TERM**

The Credentials committee members will report to their committee chair outside of the main hall on the first day of convention at a time that will be indicated in their Letter of Appointment. They will be available for shifts each day of convention during registration opening hours and remain through post-adjournment clean-up on the last day of convention.

### **RESPONSIBILITIES**

- Check in all delegates, alternates, and guests to convention. A list will be provided by the administrative assistant assigned to your committee.
- Committee members should sign up for and work their designated shifts on each day of convention.
- Refer any problems with credentials to the staff advisor or lead administrative assistant assigned to the committee. If they are not available, please refer them to report to the CUPE BC convention office directly and office staff will assist them.
- Committee members will assist in clean up and packing of materials for shipping to the CUPE BC office after adjournment on the final day of convention.

## **Chair and Co-Chair Responsibilities**

- The committee chair will provide a delegate count report each day at convention, including the opening day of convention. This report is to be moved by the chair and seconded by the co-chair.
- The committee chairperson and lead staff advisor will provide a sign-up sheet for committee members at their orientation and are responsible for adequate staffing of the registration desk throughout each day of convention.
- Ensure that committee members sign in each day and complete their expense forms for submission on the last day of convention. The chairperson will collect all forms and submit the completed forms to the CUPE BC convention office.
- The chairperson of the committee is to provide a written report, including any recommendations for future conventions, to the Secretary-Treasurer within 15 days of the close of Convention.

## **ADDITIONAL COMMITTEE INFORMATION**

- Please refer to the Credentials Committee Process Guide for additional information, more detailed logistics and the credentials reporting script.