



## **TERMS OF REFERENCE**

### **PURPOSE OF THE COMMITTEE**

The Colleges Committee will make recommendations to the CUPE BC Executive Board to build membership capacity and participation in the promotion and retention of publicly-funded college educational opportunities. It will also make recommendations about other issues concerning members in the sector.

### **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.

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.
- To make recommendations to the CUPE BC Executive Board related to support for CUPE members elected or appointed to governance roles in colleges.
- 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 upon meeting adjournment.
- Make recommendations to the Executive Board to deal with resolutions passed at the CUPE BC Convention that relate to colleges.
- 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**

Goals and objectives for the committee 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.