

CREDENTIALS CONVENTION COMMITTEE TERMS OF REFERENCE

PURPOSE OF THE COMMITTEE

The Credentials Committee will:

- Register voting delegates, alternates, and guests to convention.
- Assign Direct-Recording Electronic (DRE) machines to VOTING delegates.
- Sell items and take orders at the CUPE BC boutique.

STRUCTURE OF THE COMMITTEE

- Chairperson and members are appointed by the CUPE BC Division Officers from nominations received from Locals and District Councils.
- 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 are to report to their committee chairperson outside of the main hall on the first day of convention (Wednesday) at 9:00am for a training session followed by the kit stuffing. Tables will be set up for kit stuffing at a designated area that will be communicated upon arrival. Registration opens at 1:00pm on Wednesday, closing at 7:00pm that night when convention convenes. On subsequent days, registration opens at 8:00am. Convention adjourns at 4:00pm on the last day (Saturday).

RESPONSIBILITIES

- Check in all delegates, alternates, and guests to convention. A list will be provided by the administrative assistant assigned to your committee.
 - There will be four stations set up for locals and one station for guests.
 - Please ask members for picture ID for verification (i.e., Driver's license).
 - Note: only provide kits to voting delegate or alternates approved to have kits.
- The committee will provide a delegate count report each morning at convention. This report is to be moved and seconded by the committee.

- On opening night of convention, the chair will submit the registration list to the CUPE BC convention office 30 minutes prior to the opening of convention for calculation of the delegate count.
- Delegates and guests arriving after convention convenes on opening night only should be redirected to the CUPE BC Convention office staff for late registration.
- Committee members should sign up for and work their designated shifts on Thursday, Friday, and Saturday of convention. The committee chairperson and lead staff advisor will provide a sign-up sheet for committee members at their orientation.
- **Arrears:** All locals must have their per capita paid up to date with CUPE BC and CUPE National in order to be seated at convention. Delegates from locals in arrears will not be allowed to register for convention. An arrears list will be provided to the lead staff advisor and delegate credentials will be held in the office. Only one delegate from the local (preferably the Treasurer) should report to the CUPE BC convention office to clear the arrears. Please do not send all the delegates from the local to the office.
- Any problems with credentials should be referred to the staff advisor or Executive Board liaison assigned to the committee. If they are not available, please ask them to report to the CUPE BC convention office directly and office staff will assist them.
- Boutique - committee members will be responsible for selling goods to members. A float, receipt book, cash box and order forms will be provided.
 - The boutique will open Thursday morning and members working the boutique will liaise with the administrative assistant assigned to the boutique.
 - There will be credit/debit machines and training on how to use the machines provided by CUPE BC staff.
 - The committee can also accept cash and cheques (cheques to be made payable to: CUPE BC Division) and will need to complete receipts for those transactions.
 - Cash accumulated will need to be brought in periodically to the office for safe keeping. Members will keep a cash float at the boutique area that they will return to the convention office nightly.
 - Orders: If a delegate or guest wishes to ORDER something from the boutique that we don't have in stock at convention, please complete an order form and return that to the CUPE BC Convention Office so staff may follow up on the order after convention.
- Committee members must assist in clean up and packing of materials for shipping to the CUPE BC office on Saturday afternoon.

ADDITIONAL COMMITTEE INFORMATION

- There will be a designated gathering place for breaks for the Sergeant-At-Arms and Credentials committee members starting Thursday morning. The location will be provided by your chairperson on arrival to convention.
- Committee members that are working the lunch hour will have their lunch provided by CUPE BC.
- The chairperson will have expense forms and a sign in sheet available. Please ensure that committee members sign in each day, complete the expense forms, and submit them 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 30 days of the close of Convention.