



## **TERMS OF REFERENCE**

### **PURPOSE OF THE COMMITTEE**

The Women's and Gender Rights Committee will make recommendations to the CUPE BC Executive Board to build capacity and increase the participation of members to work towards the elimination of barriers faced by women. The committee will encourage the participation of women in CUPE education and in our union generally. This includes identifying opportunities for succession planning and for women to develop and become leaders in our union.

### **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.

One member appointed from the Young Workers Committee.

Members are appointed by the Executive Board.

All committee members must self-identify as women.

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 women's issues.
- 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 OBJECTIVE**

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 will be 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.