

Terms of Reference for NSFL Committees

Mandate/Definition

All Standing Committees are committees of the Executive Council. This does not preclude re-appointment. Committee mandate includes resolutions from Convention and items referred by the Executive Council and proposals for action within their area.

Chair and co-chairs

The chairperson will be selected from the members of the NSFL Executive Council and a co-chair will be selected by the committee members at the first meeting.

Number of members

NSFL Committees will consist of no more than 8 members plus a chairperson. A co-chair will be selected from the membership. Committees will be appointed to a two-year term. This does not preclude reappointment.

Duties of Committee Chairperson

The chairperson

-will submit a detailed agenda to the NSFL office 4 weeks prior to the proposed committee meeting seeking approval. Once the agenda is approved, the chairperson, through the Federation office, will inform committee members of the meeting no less than 14 days prior. The notice will include the agenda.

-shall provide a written report of the committee's activities to the Executive Council for each meeting. This report shall be provided at least one (1) week prior to each scheduled meeting.

-will keep an attendance record of all committee members. At 6 month intervals will submit attendance report to the Executive Council as part of their committee's report to the Executive meeting.

-will ensure copies of the meetings minutes are sent to the Federation office 14 days after the meeting so they may be mailed to committee members. Committees are responsible to record their own minutes and to submit them to the Federation office for distribution only.

Meetings:

-Committee meetings are to be held in the Halifax area on a regular basis, as the business before the Committee dictates.

-To hold a meeting outside the Halifax area, the Committee Chairperson must submit a request to the Secretary/Treasurer at least four (4) weeks in advance of the meeting, stating location, reason for location and estimated cost. This request will be submitted to the Officers for consideration.

Committees should meet at least 4 times per year, no more than six unless there are special circumstances. If the meeting is not a full-day meeting, conference calls should be used.

Attendance - Any member absent for two (2) consecutive meetings, without cause acceptable to the committee Chairperson or any member unable to fulfill their committee duties shall be asked to resign their position on the committee. The Executive Council will appoint a replacement from the committee pool.

The Officers of the Nova Scotia Federation of Labour, on completion of an investigation, may suspend or remove a committee member(s) from a committee for misconduct.

Such suspension or removal is subject to approval and appeal of the Executive Council of the Nova Scotia Federation of Labour.

The decision of the Executive Council is subject to appeal to the CLC or the following Convention of the Nova Scotia Federation of Labour.

Report to convention - Committee chairs will ensure that the report of their committee is in the Federation office at least 30 days prior to the opening day of convention.

Directions for Committees

Meetings must be co-ordinated through the Federation office in order to ensure that hotel rooms, etc. are charged to the Federation.

Meetings will not be held outside the Federation office if a charge is levied for a meeting room unless prior approval is received.

Meetings will not be held outside the Halifax Metro area without prior approval.

Expense cheques will not be handed out at meetings if the expense voucher is not completed and approved or any necessary receipts are missing; if meetings extend beyond normal working hours or if meetings are held outside the Federation office.

Expense vouchers must have all pertinent information included along with receipts where applicable.

If the meeting requires the member to leave home before breakfast, breakfast can be claimed, if the member arrives home after supper, then supper can be claimed.

Federation will be responsible for meals, travel (within Nova Scotia) and hotels (unionized where possible). Any other costs are the responsibility of the affiliate.

Full-time staff persons whose meeting expenses (lost time, travel, per diems, accommodations) are covered by their employer/union do not qualify to be reimbursed by the Federation.

Appointees of National CLC Committees will follow the same funding guidelines.

Any necessary communications to committee members between meetings should originate from the chairperson through the Federation office.

Additions to committees must be appointed by the Federation.

(Approved by the NSFL Executive Council September 7th, 2006)

CAW Local 4005